

# PITTSBURG UNIFIED SCHOOL DISTRICT

2000 Railroad Ave.  
Pittsburg, CA 94565

## **The Student Rights and Responsibilities Handbook**

**2022-2023**



Dr. Janet Schulze  
Superintendent

Prepared by the Office of Student Services

Updated: 09/22

**2022/2023  
PITTSBURG UNIFIED SCHOOL DISTRICT CERTIFICATED CALENDAR**

July-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August-22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 Days

September-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 Days

October-22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Days

November-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

16 Days

December-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Days

TOTAL WORKDAYS	
Teachers	185 workdays

**New Teacher Orientation 8/5/2022**

**First day at work 8/8/2022**

8/8/2022 | 10/10/2022 | 1/3/2023  
Mandatory Staff Development Days  
**NO SCHOOL FOR STUDENTS**

**First Day of Instruction 8/10/2022**

**Last Day of Instruction 6/1/2023**

**Last day at work 6/2/2023**

END OF GRADING PERIODS	
1st Trimester - 11/4/2022	61 Days
2nd Trimester - 2/24/2023	59 Days
3rd Trimester - 6/1/2023	60 Days

**ELEMENTARY SCHOOLS**

END OF GRADING PERIODS	
1st Quarter 10/7/2022	42 Days
2nd Quarter 12/16/2022	43 Days
3rd Quarter 3/17/2023	50 Days
4th Quarter 6/1/2023	45 Days

**SECONDARY SCHOOLS**

HOLIDAYS AND RECESSES	
Independence Day	7/4/2022
Labor Day	9/5/2022
Veteran's Day	11/11/2022
Thanksgiving Recess	11/21/2022 through 11/25/2022
Winter Recess	12/19/2022 through 1/2/2023
New Years Day	1/1/2023
Martin Luther King	1/16/2023
Lincoln's Day	2/17/2023
President's Day	2/20/2023
Cesar Chavez Day	3/31/2023
Board Holiday	4/7/2023
Spring Recess	4/10/2023 through 4/14/2023
Memorial Day	5/29/2023
Juneteenth	6/19/2023

**Emergency Make Up Day  
March 30th**

Board Approved: March 11, 2020

January-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Days

February-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

18 Days

March-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 Days

April-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 Days

May-23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Days

June-23						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Days

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# Pittsburg Unified School District

## **MISSION STATEMENT**

It is the mission of Pittsburg Unified School District to inspire our students, to ensure they achieve equity in academic excellence and to bring students closer together through shared experiences in learning. We believe the cultural diversity of our community and our youth are our greatest assets. We endeavor to bring our students to their fullest potential and to create life-long learners who will contribute positively to the world.

## **BOARD GOALS**

1. **Student Achievement**
  - Students will demonstrate continuous improvement in academic excellence, as measured by clear and accessible multiple assessments
  - Opportunity gaps will have accelerated reduction through purposeful interventions and supports
2. **Powerful Instruction**
  - Effective instruction aligned to the common core will be expected, supported, and measured to ensure continuous improvement of student achievement
3. **Outstanding Staff**
  - The District will recruit highly qualified and appropriately credentialed teachers
  - The District will support, retain and promote quality staff through good working conditions, competitive total compensation packages, and coaching and professional development
4. **Quality Learning Environment**
  - High quality facilities
  - Safe, orderly, and secure schools
  - School site culture of caring and respect
  - State of the art technology
5. **High-Performing, Accountable Organization**
  - Fiscal stability and responsible long-range planning
  - Comprehensive accountability system
  - Effective informational and instructional technology
  - Responsible, respectful, efficient and transparent service
6. **Meaningful Collaboration, Partnership, and Parental Engagement**
  - Timely and accessible communication with the community
  - Strategic community partnerships
  - Focus on parent and student engagement, including diverse opportunities for involvement
  - Strong communication and relationships between parents/guardians and schools
  - Proactive engagement in students' academic and personal growth
  - Board and superintendent and staff communication



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**Disclaimer:** All of the board policies that are listed in the Student Handbook were approved prior to January 2020. **Any updates to these policies will be available in the Student Handbook on the Pittsburg Unified School District Website. All Board Policies can be found at [www.pittsburg.k12.ca.us](http://www.pittsburg.k12.ca.us)**

## **Notice of Student Nondiscrimination/Notice of Nondiscrimination**

### **District Non-Discrimination Statement**

The Pittsburg Unified School District does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/national origin, immigration status, ethnic group identification/ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one or more of these actual or perceived characteristics.

For questions or complaints, contact Equity Officer: Anthony Molina, Assistant Superintendent, 2000 Railroad Avenue, Pittsburg, CA, 94565, (925) 473-2312, [amolina@pittsburgusd.net](mailto:amolina@pittsburgusd.net) and Title IX Compliance Officer: Jennifer Clark, Director of Student Services, 2000 Railroad Ave, Pittsburg, CA 94565 (925) 473-2346 [jclark@pittsburgusd.net](mailto:jclark@pittsburgusd.net)

### **BP 0410: Nondiscrimination in District Programs and Activities**

Pittsburg Unified School District and the Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, mental or physical disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, marital or parental status, sex, sexual orientation; the perception of one or more of perceived characteristics. This applies to all acts related to school activities or school attendance under discriminatory practices are eliminated in all District activities.

### **BP 5145.3 Students Nondiscrimination/Harassment**

The Board of Education has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community. PUSD, as a district, is determined to serve the identified needs of all its students as part of its commitment to both equity and providing rigorous learning opportunities to all students to assist them to achieve their highest potential. Following a data driven and results-based approach, the Governing Board supports a cycle of inquiry approach of continual improvement. The program update to the Board will be guided by the cycle of inquiry and the essential questions: What is the need? What are the goals? What are we using to measure progress? What are the results?

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program.

He/she shall report his/her findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of the law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

### **BP 5145.7: Student Sexual Harassment Policy**

The Board of Education has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community. PUSD, as a district, is determined to serve the identified needs of all its students as part of its commitment to both equity and providing rigorous learning opportunities to all students to assist them to achieve their highest potential. Following a data driven and results-based approach, the Governing Board supports a cycle of inquiry approach of continual improvement. The program update to the Board will be guided by the cycle of inquiry and the essential questions: What is the need? What are the goals? What are we using to measure progress? What are the results?

The Governing Board is committed to maintaining an educational environment that is free from discrimination, harassment, intimidation and bullying. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

#### **Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment

complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

#### Disciplinary Measures

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For

students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

#### **Rights of Pupils and the Public and the Responsibilities of the District** (page 10 of the Student Handbook)

Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq)(Title IX) is a federal law that protects individuals from discrimination based on sex in education programs or activities that receive Federal financial assistance, including state and local educational agencies. Under Title IX, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity operated by the Pittsburg Unified School District.

Information regarding the rights of pupils and the public, as well as information regarding the District's obligations under Title IX may be accessed via the California Office of Equal Opportunity and the U.S. Department of Education's Office for Civil Rights ("OCR").

In addition to Title IX, the California Education Code and other state and federal laws also prohibit discrimination, harassment, intimidation and bullying to ensure equity in education.

Please visit page 81 of this handbook for Uniform Complaint Procedures

**Compliance Officer: Jennifer Clark, Director of Student Services, Educational Services**

**Address: 2000 Railroad Ave, Pittsburg, CA 94565**

**Telephone Number: (925) 473-2346**

**PITTSBURG UNIFIED SCHOOL DISTRICT  
NOTICE OF STUDENT POLICY PROHIBITING SEXUAL HARASSMENT**

**BP/AR 5145.7 - Sexual Harassment; BP/AR 1312.3 - Uniform Complaint Procedures**

Examples of types of conduct which are prohibited and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual violence, including sexual assault, sexual battery, or sexual coercion
12. Electronic communications, such as through social media or text messaging, that contain comments, words, or images described above

**To Report a Complaint of Sexual Harassment or Obtain Additional Information Related to this Posting, You May Contact the Below or Any School Site Administrator:  
Greg Strom, Title IX Director 925-473-2399 or [gstrom@pittsburgusd.net](mailto:gstrom@pittsburgusd.net)**

**Any Student Reporting Incidents of Sexual Harassment (Complainant and/or Victim):**

- Has the right to file a formal written complaint with the District.
- Will be provided support services by the District/school site upon receipt of their complaint, which may include counseling, academic support services, and/or a "no contact" order.
- May agree to engage in procedures to informally resolve their complaint, as appropriate under AR 1312.3.
- Will be given the opportunity to explain and provide evidence related to their complaint.
- Will receive notice of the outcome of their complaint, as described in AR 1312.3.
- Will receive information about how to appeal the outcome of their complaint to the California Department of Education, should they disagree with it, as described in AR 1312.3.
- May file their complaint directly with the US Department of Education, Office for Civil Rights.

**The Individual Named in the Complaint (Respondent/Alleged Offender):**

- Will be informed of the claims brought forth against them.
- Will be provided support services by the District/school site, while any complaint is pending against them, which may include counseling, academic support services, and/or a "no contact" order.
- May agree to engage in procedures to informally resolve the complaint brought forth against them, as appropriate under AR 1312.3.
- Will be given the opportunity to respond to and provide evidence related to the complaint.
- Will receive notice of the outcome of the complaint brought forth against them, as described in AR 1312.3.

**The District/School Site:**

- Will report complaints of sexual harassment to the District's Title IX Coordinator or designee for processing. The designee will initiate an investigation into the complaint. At the conclusion of the investigation, the designee will issue notice of the outcome to the Complainant/Victim and Respondent/Alleged Offender, in accordance with AR 1312.3.
- Will assist in providing support services for the Complainant/Victim and Respondent/Alleged Offender while any complaint is pending.
- Will keep all complaints and allegations of sexual harassment confidential, except as necessary to carry out the investigation or take other subsequent necessary action.
- Will implement appropriate corrective actions in cases where there has been a violation of District policy.

## SECTION A

### SCHOOL ATTENDANCE

#### **A BASIC RIGHT AND A LEGAL DUTY**

Attending school between the ages of 6 and 18 is not only a basic right of every person, but also a legal obligation. By law, parents are responsible for their children being in school every day during the school year.

Compulsory school attendance laws provide all children of certain ages with the benefits of regular schooling, with certain exceptions:

**Exemptions:** Children may be exempted from attending school, at the request of their parents, for various extenuating circumstances defined by state law. (Education Code 48410)

**Exclusion:** The Board of Education can exclude from school attendance children with "filthy or vicious" habits, those suffering from infectious or contagious diseases and those affected by physical or mental conditions inimical to the welfare of other children. (Education Code 48211 and 48212)

The Pittsburg Unified School District provides an appropriate school program to meet the educational needs of every child of school age living within the district boundaries. A student's school of attendance is determined primarily by the district boundaries or attendance area in which he/she lives.

Students may be exempted from the residence rule and assigned or transferred to a school outside their attendance area within or outside the District if:

- a special placement is required to meet the special educational, health or adjustment needs of the student, as determined by the school district, or
- the parent requests the transfer and space in the grade level exists within open enrollment guidelines. The Student Services Director will determine the open enrollment student allocations for each elementary and junior high school.
- they apply and are granted an Interdistrict Transfer to another school district.



OFFICE OF THE DISTRICT ATTORNEY  
CONTRA COSTA COUNTY

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DISTRICT ATTORNEY

Dear Parents/Guardians:

As summer winds down and the beginning of the school year approaches, we welcome you and your child to a year of successful learning. While we understand that you have many responsibilities and stressors, we want to encourage you to prioritize your child's education and ensure his/her daily school attendance.

Attendance is an important life skill that will help your child graduate from college and keep a job. Even missing 10 percent, or two days per month, of the school year can drastically affect a student's academic success. Students are considered chronically absent even if they only miss a day or two every few weeks.

You might wonder why the Contra Costa District Attorney's Office is writing you rather than a school official. The reason is simple. Research shows that children lacking an education are far more likely to be unemployed and at risk of becoming involved in crime, both as victims and offenders. More than 80 percent of prisoners in the country are high school drop-outs, which suggests a direct correlation between public education and public safety. In Contra Costa County, police have reported that 60 percent of juvenile crime occurs between 8 a.m. and 3 p.m. on weekdays, when children should have been in school.

California law *requires* every child from the ages of six to eighteen to attend school. **Parents of school aged children are responsible for their children's attendance in a full time, educational program.** Three or more unexcused absences can result in your child being recorded as "truant," and being referred to the School Principal, the District Superintendent, and/or the District Attorney's Office. The District Attorney's Office regularly prosecutes parents and children in court for the child's failure to regularly attend school.

Your school is here to help your child learn and ensure that he/she has a successful future. Please do everything within your power to give your child the priceless gift of education. Your efforts will make all the difference in your child's life.

Sincerely yours,

Laura Delehunt  
Deputy District Attorney  
Contra Costa County

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The mission of the Contra Costa County District Attorney's Office is to seek justice and enhance public safety for all our residents by fairly, ethically, aggressively and efficiently prosecuting those who violate the law, and by working to prevent crime.

District Attorney Administration  
900 Ward Street, Fourth Floor  
Martinez, California 94553

Phone: (925) 957-8604  
Fax: (925) 646-4683



**Pittsburg Unified School District**  
*Office of Student Services*  
*Jennifer A. Clark, Director*

2000 Railroad Ave, Suite D, Pittsburg, CA 94565  
(925) 473-2347 Fax (925) 439-1650

**Dear Parents/Guardians:**

In an effort to stress the importance of daily school attendance, we are sending this letter as a reminder of California Education Law 48200 that requires compulsory daily attendance for students 6-18 years of age. Parents/guardians that choose to enroll their children in Kindergarten/Transitional Kindergarten are subject to this Education Code Law as well. Pittsburg Unified School District is committed to ensuring academic excellence for our students. Maximizing our children's achievement must begin with daily school attendance and we feel this is everyone's responsibility to ensure that success. Daily school attendance must start at home with the importance and value of education being stressed. It is vital for the Pittsburg Unified School District to build on this value by maintaining the essential partnership between school and home to ensure daily attendance. If your child is absent, California Education Code allows **EXCUSED** absence for the following five reasons:

- 1. Illness**
- 2. Medical, dental, eye appointments (please try & schedule these before or after school)**
- 3. Quarantine (determined by medical professional)**
- 4. Funeral services for immediate family members**
- 5. Court ordered appearance (filed and signed)**

**The parent/guardian of the student must send a note and/or phone the school to clear any of the above listed excused absences. Failure to excuse the absence will result in a recorded truancy on the student's permanent record. Be advised that any excused or unexcused absences over ten days are considered excessive. Please remember all absences and tardies must be cleared within 72 hours of the occurrence.**

If your child becomes ill during school, the office will contact you. As a guideline for both schools and home, students may be sent home or stay home if they have a temperature of 100 degrees or above and are not feeling well enough to adequately perform normal daily functions. This is supported by both the Centers for Disease Control (CDC) and the American Academy of Pediatrics.

Another way to insure your child's daily attendance is by reviewing the school district calendar to plan family holidays and vacations to coincide with school holidays. Parent notification to the school of a student's absence for a family vacation will result in the loss of instructional time, and parents will be notified of truancy violations as determined by California Ed Code 48200. Some other examples of reasons for absences that are **NOT EXCUSED** are:

- \*Visiting Relatives      \*Student's Birthday      \*Oversleeping      \*Car Trouble**  
**\*Child care by student at home      \*Vacations      \*Family moving from one home to another**

School staff may request your attendance at a conference when your child is absent from school for reasons that are not excused. The district sends notification to parents/guardians of students who accumulate three or more days of unexcused absences and/or tardies. That letter will inform the family of potential declaration of truancy on your child's school record according to Education Codes 48260 and 48263.6. Please review this attendance information with your child and take the necessary measures to correct any attendance problems. We appreciate your assistance in making school attendance a priority.

Thank you for your support. Pittsburg Unified School District.

## **REGULAR ATTENDANCE IS IMPORTANT**

Research shows a high correlation between regular attendance and positive academic achievement. We expect all students to be in school every day on time, and to attend all scheduled classes and the required activities.

**It is extremely important that parents send a note, phone call or email of excuse whenever their child is absent from school (no later than 48 hours after the student returns to school).** Failure to do so will not only cause an unexcused absence but may also affect the student's grades. The note of excuse should include the following:

- the name of the student
- the date(s) of the absence
- the reason for the absence
- the signature of the parent or guardian

Compulsory education laws require that students, age 6-18, attend school. Parents are, therefore, required to notify the school following a student's absence to permit school officials to determine whether the absence can be excused and to identify truant students.

### **Excused absences are as defined:**

**48205.** (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health. The state board shall update its illness verification regulations, as necessary, to account for including a pupil's absence for the benefit of the pupil's mental or behavioral health within the scope of this paragraph.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) For the purpose of participating in a cultural ceremony or event.
  - (12) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall

be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) For purposes of this section, the following definitions apply:

(1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(2) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

### **CHRONIC ABSENTEE**

A "chronic absentee" has been defined in California *Education Code (EC)* Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

**TARDIES AND EXCUSED TARDIES** Tardies are given when students are late to school. Each school employs its own rules regarding tardiness to school. Some tardies may be excused for the same reasons as listed under excused absences. Proof must be given to the school to excuse tardies.

### **ABSENCES FOR RELIGIOUS PURPOSES**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral instruction at their place of worship. No pupil shall be excused from school for such purpose for more than four days per school month. (Education Code 46014)

### **EXCESSIVE ABSENCES**

Pupils who have more than 14 excused days for illness in one school year, may be required to bring medical documentation to excuse additional days for illness.

### **SCHOOL ATTENDANCE REVIEW BOARD**

California compulsory education law requires everyone between the ages of 6-18 years to attend school, except for 16 and 17 years olds who have graduated from high school. Some students, however, violate the compulsory education laws and have a pattern of unexcused absences.

Truancy is defined as a student who is absent from school without a valid excuse for three days in one school year or is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination. (Education Code 48262)

Habitual truant is defined as a student who has been reported as a truant three (9 absences or late tardies) or more times per school year. A student may not be deemed a habitual truant unless a conscientious effort has been made to hold at least one conference with the student and caregiver. (Education Code 48262)

Students who are truant or whose attendance is irregular shall be referred to the District School Attendance Review Board (SARB) for appropriate action.

If attendance fails to show improvement after the SARB hearing, the chairperson may refer the matter to the County Superintendent of Schools, the Juvenile Court or to the District Attorney. When parents neglect their responsibility and ignore compulsory attendance laws, they face possible legal penalties. If a judge determines the parent or guardian has ignored or failed to comply with attendance laws, the judge may fine the parent or

guardian up to \$100 on a first conviction and up to \$250 for subsequent convictions (payments may be made in installments). The court may order the parent(s) or guardian(s) to participate in parent education or counseling programs in lieu of a fine. If the parent(s) or guardian(s) fails to pay the fine willingly or any installment of the fine, or to attend a parent education or counseling program, he or she is in contempt of court. If the parent(s) or guardian(s) is found in contempt, the judge may impose a fine, jail, or both for failing to obey the court's order.

For more information and assistance regarding exemptions for compulsory school attendance, exclusions, special placement and transfers of students, please contact the Student Services Office. Phone (925) 473-2347.

### **STUDENT RIGHT TO SEEK MEDICAL CARE DURING SCHOOL HOURS**

Students in grades 7-12 may be excused from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

### **MINIMUM DAYS AND STAFF DEVELOPMENT DAYS**

Parent and guardians of students will be notified of the minimum day schedule and student-free staff development dates by their student's school site.

### **REGISTERING STUDENTS IN PITTSBURG UNIFIED SCHOOL DISTRICT**

**You must bring the following information to the school for registration:**

1. **Proof of Age**- Original birth certificate -REQUIRED. A passport or other government issued document that verifies age and parent information may only be used on emergency/temporary situations.
2. Immunization records
3. Last report card or transcript
4. Kindergarten/TK students must have a physical dated after March 1<sup>st</sup> of the current year. Kindergarten/TK students must also show proof of a dental exam within 12 months prior to the beginning of school.
5. **Proof of Residency- PG&E, Water or Garbage Bill**. *In addition*, the school may request parent/guardian to provide documents from the list below:
  - Current passport
  - Current drivers license with vehicle or boat registration
  - Current homeowners or renters tax bill\*
  - State or Federal tax return with W-2\*
  - Payroll/ check stub with name and address\*
  - Other form of identification or correspondence from a government agency.
  - Land line telephone bill
  - Current California ID
  - Current military ID
  - Current property tax bill\*
  - Current rental/lease agreement with the following:
    - Parent/guardian name
    - Student name(s)
    - Name of Manager or Owner & Telephone Number.
  - Notarized Statement by resident stating that you reside in their household with a copy of their PG&E, water or garbage bill and 2 pieces of mail with the parent/guardian name.**

If parent does not have PG&E, Water or Garbage bill, the school should contact Student Services for approval to accept other forms of proof. The Child Welfare and Attendance worker may check student's residency.

\* The district has no desire to see personal information such as amount of earnings, taxes or social security numbers. It is preferred that such items be blacked out.

McKinney- Vento - For families who don't have a stable place of residence you can still enroll your student(s). Please see page 31 of this handbook or visit the school site for more information.

### **CAREGIVERS AND GUARDIANS**

If you are taking care of a child, who is living in your home and that is not your own child, you can enroll the student with court ordered guardianship paperwork or a Caregiver Affidavit. The Caregiver Affidavit is a form that you must have Notarized attesting to the fact that you are now caring for the child. The form is available at every school site, the Student Services Department at the District Office or online at <https://www.pittsburg.k12.ca.us/Page/584>.

### **ONLINE REGISTRATION**

The Pittsburg Unified School District uses an online registration process for enrolling students. This process helps the environment by using less paper, but also helps the district and its families use technology in a more efficient manner. Computer stations are available at each school site in case parents/guardians do not otherwise have access to the internet. You must upload required records to the online registration or submit them to the school site, so you can complete the online registration.

<https://www.pittsburg.k12.ca.us/Page/189>

### **AERIES PARENT PORTAL**

Parents can have access to their student's attendance and grades through the Aeries Parent Portal. Aeries Parent Portal has up to date information so you can monitor your student's academic progress. To register for an account, you will need the student's ID number and verification code. You can obtain that information from your student's school or the Student Services department at 925-473-2348.

The website for Aeries Parent Portal is <https://aeriesnet.pittsburg.k12.ca.us/ParentPortal/LoginParent.aspx>  
There is also an App available through Google Play Store or Apple App Store.

**Data Confirmation-** Before each school year, you will be asked to update your student's emergency contacts through Aeries Parent Portal. This must be completed before your student can start the school year.

### **EMERGENCY CONTACTS**

The schools maintain names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you have originally turned in on your child's emergency card changes, be sure to notify the school your child is enrolled in so that our information is accurate. **Emergency contacts are your lifeline for the care of your child. Update whenever there are any changes. You should include a trusted neighbor or someone who lives close to the school as an emergency contact.**

Parents can also change Emergency Contacts information on Aeries Parent Portal.

## **CHANGE OF INFORMATION**

Parents are required to notify the school, as soon as possible, if there is any change in information on their student's emergency contacts: Home Address; Telephone Numbers; Emergency Contacts.

## **Know Your Educational Rights**

### Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

### In California:

- All children have the right to a free public education.
- All children ages 6-18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All student have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

### Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security Number to have your child enrolled in school. (A Social Security Number may only be requested when required by law, example: when applying for lunch programs or requesting a work permit)

### Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parent/guardians with written notice of the school's directory information policy, and let you know of you option of refuse release of your child's information in the directory. (See pg. 77)

#### Family Safety Plans if you are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

#### Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

## **SECTION B**

### **EDUCATIONAL PROGRAMS**

#### **COURSE OF STUDY**

A comprehensive course of study is provided to prepare all students to fulfill the Pittsburg Unified School District graduation requirement of 220 credits, including successful completion of the equivalent of high school Algebra I or better.

#### **ACADEMIC COURSE OF STUDY**

The academic course of study for students is a college/university preparatory courses which provide scholars with the skills, knowledge, and learning processes that will maximize their post graduation options, whether they choose to further their education at a community college, a four-year college or university, a professional training program, or the military. An academic course of study also helps students to achieve at high levels on college entrance exams, such as the PSAT, SAT I and II, and ACT tests. Most importantly, a rigorous course of study inspires in students a curiosity to pursue unexplored areas, striving for excellence in their academic endeavors, and creates a love of learning that will continue throughout their lives.

#### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement program provides scholars the chance to tackle college-level work while they're still in high school. Through taking AP Exams, students may earn college credit and/or placement depending on which college scholars choose to attend. A variety of Advanced Placement courses are available to students from the 9th thru the 12th grade levels. Advanced Placement courses are open for enrollment to all scholars. Scholars who have experienced previous academic success in similar courses in the same subject area or who have shown a strong commitment to working at the challenging levels of the course. Advanced Placement courses require a level of reading, writing, problem solving, daily homework, and sometimes summer preparation beyond the standard grade level expectations. An “eligible economically disadvantaged high school pupil” may qualify for a grant to pay for advanced placement tests (EC 48980.k) Contact Educational Services for more information.

#### **INSTRUCTIONAL MATERIALS INFORMATION & AVAILABILITY**

##### **Prospectus of Curriculum Availability**

All primary supplemental instructional materials and assessments, including textbooks, teachers’ manuals, films, audio and video recordings, and software are compiled and stored by the classroom instructor and made available promptly for inspection by a parent or guardian in a reasonable time frame or in accordance with procedures determined by the governing board of the school district.

A parent or guardian has the right to observe instruction and other school activities involving his or her child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Upon written request by the parent or guardian, school officials shall arrange for the parental observation of the requested class, classes, or activities by the parent or guardian within reasonable time frame and in accordance with procedures determined by the governing board of the School District.

## HEALTH CURRICULUM

# Pittsburg Unified School District

*Office of Student Services*

*Director of Student Services*

2000 Railroad Ave, Suite D • Pittsburg, CA 94565

(925) 473-2347 • Fax (925) 439-1650



Dear Parent/Guardian:

California state law, the California Healthy Youth Act, requires that comprehensive sexual health education and HIV prevention education be provided to students at least once in middle school or junior high school and once in high school, starting at grade 7.

Instruction must encourage students to communicate with parents, guardians or other trusted adults about human sexuality. Instruction must be medically accurate, age-appropriate and inclusive of all students. It must include the following:

- Information about HIV and other sexually transmitted infections (STIs), including transmission, FDA approved methods to prevent HIV and STIs, and treatment
- Information that abstinence is the only certain way to prevent unintended pregnancy and HIV and other STIs, and information about value of delaying sexual activity
- Discussion about social views of HIV and AIDS
- Information about accessing resources for sexual and reproductive health care
- Information about pregnancy, including FDA approved prevention methods, pregnancy outcomes, prenatal care, and the newborn safe surrender law
- Information about sexual orientation and gender, including the harm of negative gender stereotypes
- Information about healthy relationships and avoiding unhealthy behaviors and situations

You can examine written and audiovisual instructional materials at the Pittsburg Unified School District or your school's main office. If you have questions, please see the teacher or principal. You may request a copy of the California Healthy Youth Act (California Education Code Sections 51930-51939) by contacting the Pittsburg Unified School District.

This instruction will be provided by Pittsburg Unified School District personnel.

State law allows you to remove your student from this instruction. If you do not want your student to participate in comprehensive sexual health or HIV prevention education, please give a written request to your school site by **September 30, 2022**.

Sincerely,

Director of Student Services



# Pittsburg Unified School District

*Office of Student Services*

*Jennifer A. Clark, Director*

2000 Railroad Ave, Suite D • Pittsburg, CA 94565

(925) 473-2347 • Fax (925) 439-1650



March 25, 2022

## **PHYSICAL EDUCATION - EXEMPTION**

**Note:** Education Code 51241 allows the Board to exempt students from physical education for two years any time during grades 10 through 12. The number of PE credits required by the district for high school graduation should be indicated in BP 6146.1 - High School Graduation Requirements/Standards of Proficiency.

With the student's consent, he or she may be eligible for exemption from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the FITNESSGRAM in grade 9 (EC 51241).

### **Physical Education Instruction:**

According to Education Code, (51223), Notwithstanding EC Section 51222(a), "All pupils except pupils excused or exempted pursuant to EC Section 51241, shall be required to attend upon the courses of physical education for a total period of time of not less than 400 minutes each ten schooldays" (EC Section 51222[a]).

### **Pittsburg Unified School District High School Graduation Requirements:**

To graduate you must earn 220 credits and complete 35 hours of community service hours.

Physical Education: 2 years (20 units) - 9th grade Grade PE, Team Sports and/or Weight Training (10th - 12th).

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## **PROCESS FOR PHYSICAL EDUCATION EXEMPTIONS**

1. Students must initiate the request for a Physical Education Exemption.
2. Counselor completes the "Student Physical Education Exemption" form. The form is then submitted to the Principal for approval signature.
3. If approved by the Principal, the form is forwarded to the Executive Director of Educational Services or his or her designee. If approved, the student exemption request will go to the Pittsburg Unified School Board for information and subsequently to the Board for approval.
4. Once the Board has taken action, the form will be returned to the student's counselor indicating whether or not the request has been approved.
5. The counselor will then enter the outcome of the P.E. Exemption Waiver into the student information database (AERIES) and contact the student and family of the outcome.

## **INSTRUCTION IN HUMAN SEXUALITY/REPRODUCTION/ AIDS AND HIV EDUCATION**

The governing board of a public elementary or secondary school may not require pupils to attend any class in which human reproductive organs, their functions and processes are described, illustrated or discussed, whether such class be part of a course designated “sex education” or “family life education” or by some similar term, or part of any other course which pupils are required to attend.

If classes are offered in public elementary and secondary schools in which human reproductive organs and their functions and processes are described, illustrated or discussed, the parent or guardian of each pupil enrolled in such classes shall first be notified in writing of the classes. Sending the required notice through the regular United States mail or any other method that a local school district commonly uses to communicate individually in writing to all parents meets the notification requirements.

An opportunity shall be provided to each parent or guardian to request in writing that his/her child not attend the class. Such requests shall be valid for the school year of which they are a part of.

## **RELIGIOUS TRAINING AND BELIEFS**

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any student, the student, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs. (Education Code 51240)

## **TESTS ON PERSONAL BELIEFS**

Without the written notice and written consent of a parent/guardian, no student shall be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality or religion. (Education Code 60620)

## **HARMFUL USE OF ANIMALS**

Any student in grades K-12 with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection, upon notification by the school of his or her rights.

If the student chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing the student another avenue for obtaining the knowledge, information, or experience required by the course of study in question. (Education Code 32255.1)

The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the student be more arduous than the original education project.

The student shall not be discriminated against based upon his or her decision to exercise his or her rights pursuant to this chapter.

Students choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter.

A student’s objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian. (Education Code 32255.1)

A teacher's decision in determining if a student may pursue an alternative educational project or be excused from the project shall not be arbitrary or capricious.

Nothing in this chapter shall prevent any student from pursuing the grievance procedures in existing laws. (Education Code 32255.3)

Each teacher teaching a course that utilizes live or dead animals or animal parts shall also inform the student of their rights pursuant to this chapter. (Education Code 32255.4)

### **ALTERNATIVE SCHOOLS and PROGRAMS**

California state law authorizes all school districts to provide alternative schools and programs. This law authorizes interested persons to request the governing board of the district to establish alternative school programs in the district. The County Superintendent of Schools, the administrative office of this district and the principal's office of each school have copies of the law available for the information of parents, students and teachers. (Education Code 58500)

The following programs may be offered within the District:

1. Opportunity Classes (grades 6 – 8, at Rancho Medanos, Hillview, and Martin Luther King Jr.)
2. ASCEND Programs (K-8)
3. Black Diamond High School (students 16 - 18 years of age)
4. Pittsburg Independent Studies (K-12) (including virtual)
5. Home/ Hospital Instruction (HHI) (for students with temporary medical disabilities which render them physically unable to participate in regular school programs)
6. Golden Gate Community Day School (County) (operated for grades 7 - 12)
7. Transitional Kindergarten (5 year olds born between Sept. 2<sup>nd</sup> and Feb. 1<sup>st</sup> of the current school year)

**Opportunity Classes** are offered on the regular campuses at Rancho Medanos, Martin Luther King Jr, and Hillview Junior High School for students who require limited contact with peers to succeed. All opportunity classes are designed for students who are unable to benefit from the regular classroom due to behavioral issues, or who are seeking a smaller educational environment. A counselor or an administrator will assist you with placement in these classes.

**ASCEND Program (K-8)** is designed to address behavior challenges of students in grades 1-5. Along with the core curriculum for all grade levels, this class provides behavior interventions for regular education students. A counseling component exists to help students learn appropriate problem solving behavior and social skills. This class utilizes a level system that encourages students to modify negative behavior. A support counselor works with students. Students are placed on a level system that encourages appropriate behavior.

**Black Diamond High School** (Continuation) serves students ages 16 to 18 (regular education), and 16-21 (special education). This continuation program is designed to assist students who may be low in credits, who need to work part-time, who have behavioral issues or who are seeking a smaller educational environment than that offered at PHS. Contact your high school counselor to discuss a transfer to this school.

**Pittsburg Independent Studies** (Including Virtual Independent Study and/or Hybrid Independent Study) serves students grades 7-12 or grades k-12, respectively. This independent study program supports students and families wanting a learning environment independent of the regular school program. Students are expected to be able to operate independently in preparing homework and studying on their own. This program is for students who are already independent learners. Contact your school counselor/principal to discuss a transfer to this program. A student's home school is defined as the last school they attended before attending Pittsburg Independent Learning Center (or school of residence if their last school was not in the district).

**Home/Hospital Instruction** is available for students with temporary medical disabilities, which render them unable to participate in regular school programs. A medical doctor's order specifying length of period of disability on the district form is required. Contact the Student Services department at 925-473-2347 for further information.

**Golden Gate Community Day School** is operated by the Contra Costa County Office of Education providing instruction for students who have not been successful in the district program. Students are placed at Golden Gate Community Day School as a result of expulsion, placement by probation, referral by the district School Attendance Review Board (SARB – see page 2), or other district referral/placement processes, including parent requests. Students have access to a counselor and other training programs. Contact Student Services at 925-473-2347 for further information and placement.

### **Transitional Kindergarten**

The Kindergarten Readiness Act (SB1381) incrementally changes the eligibility cutoff date for kindergarten to September 1st. Children must turn five years of age on or before September 1st in order to enroll in kindergarten. TK is the first year of a two year kindergarten program. Classes are taught by highly qualified kindergarten teachers, utilize kindergarten curriculum and are structured around the kindergarten instructional standards. One of the primary differences for these young students is that the program will also include activities and instruction that incorporate the developmental Foundations of Early Childhood Education. These young students will receive the benefit and gift of time as they grow and mature socially and emotionally as well as academically. Visit your local elementary school for more information. Students must turn 5 between September 2<sup>nd</sup>- February 1<sup>st</sup> of the current school year to attend TK.

## LANGUAGE ACQUISITION PROGRAMS

We are required to provide a **Structured English Immersion (SEI)** program option. If you choose this option, your child will be placed in a classroom that uses mostly English for instruction. (See the description below.)

We also offer a **Dual-Language Immersion (DLI) Program** that you may choose for your child. If you choose this option, your child will be placed in a classroom that uses English and another language for instruction. (See the description below.)

### **Requesting a Language Acquisition Program**

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards. (*EC* Section 306[c])

### **Description of Program Options and Goals for English Learners**

A description of the language acquisition programs provided in the **Pittsburg Unified School District** are listed below.

**Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content.

**Dual-Language Immersion (DLI) Program:** Also referred to as **Two-Way Immersion**. A language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in Kindergarten and continues to eighth grade.

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. (*EC* Section 310[a])

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact Mrs. Sandra Guardado, Coordinator of EL and DLI Programs at 925-473-2353 to ask about the process.

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) setting(s) within a language acquisition program. (20 U.S.C Section 6318[c][A][vii]) However, LEAs remain obligated to provide the student meaningful instruction and English learner services (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

If you would like to schedule a parent conference to discuss the different options and programs available for your student, please contact your specific school to make an appointment.

## CALIFORNIA STATE SEAL OF BILITERACY



A student who graduates from high school must have achieved a high level of literacy and fluency in one or more language(s) in addition to English to be awarded the SSB.

The student must demonstrate:

- 1) **Completion of all English language arts requirements for graduation with an overall grade point average GPA of 2.0 in those classes.**
- 2) **Passage of the California Assessment of Student Performance and Progress (CAASPP) for English language arts**, or any successor test, administered in grade eleven, **at or above the “standard met” achievement level**, or at the achievement level determined by the Superintendent for any successor test.
- 3) **Proficiency in one or more languages**, other than English, demonstrated through **one** of the following methods:
  - A. Passage of a world language **Advanced Placement (AP) examination** with a score of 3 or higher, or an **International Baccalaureate (IB) examination** with a score of 4 or more.
  - B. Successful completion of a **four-year high school course of study in a world language**, attaining an overall GPA of 3.0 or higher in that course of study, and demonstration of **oral proficiency** in the language comparable to that required to pass an AP or IB examination.
  - C. Passage of a **district test** with a score of proficient or higher (**if no AP examination or off the shelf language tests exists** and the school district can certify that the test meets the level of an AP exam), demonstrating proficiency in all of the modes of communication (reading, writing, and speaking) that characterize communication in the language.
  - D. Passage of the **SAT II** world language examination with a score of 600 or higher.

In addition to the requirements mentioned above, **if the primary language of a pupil is other than English, he or she shall demonstrate English proficiency on the English Language Proficiency Assessments for California (ELPAC)**, or any previous or successor state English language proficiency assessment, in transitional kindergarten, kindergarten, or any of grades one to twelve, inclusive (*EC* Section 51461). California Department of Education

## **STUDENTS WITH DISABILITIES**

The school district provides a free and appropriate public education and services for students with identified exceptional needs. Please contact Special Education at 925-473-2342 for further information. (Education Code 56030, 56033)

## **SPECIAL EDUCATION**

Our mission is to ensure that every student with special needs as defined under federal law has equal opportunity for educational access in order to develop academic, social and life skill competence.

Services for students with exceptional needs are available at every school site. To the maximum extent possible, students with exceptional needs are provided services to support equitable access to the general education program. Public schools provide special education and related services for children who have been identified as requiring special education services. Parents who feel their child may need special education services should contact their school administrator.

## **SECTION 504 OF THE REHABILITATION ACT**

Qualified individuals with a disability shall not be excluded from, discriminated against, or denied access to any district program solely on the basis of his/her disability. Students are eligible so long as they meet the definition of a qualified handicapped person; i.e. has or has had a physical or mental impairment which substantially limits a major life activity, has a record of, or is regarded as handicapped by others. It is the duty of PUSD to provide Free and Appropriate Public Education. Appropriate means an education comparable to the education provided to non-handicapped students. Please contact a School Administrator or Student Services at 925-473-2347 for further information.

## **TITLE IX- COMPLAINT PROCEDURES**

Title IX of the Education Amendments of 1972, prohibits gender discrimination in education. No discrimination between the sexes shall be permitted in curricular or extracurricular activities, including intramural and interscholastic sports, privileges and other advantages. Separate provisions may be made as allowed by law. Parents/guardians, students and/or employees who have questions or concerns should contact the school principal. The public is also advised that the Uniform Complaint Procedure process is also available. (Educational Code 230), see pg 77

## **TESTING:**

Following this section are letters that describe some of the California State Mandated testing that your student may or may not take part in.



# Pittsburg Unified School District

2000 RAILROAD AVENUE · PITTSBURG · CALIFORNIA 94565

**Janet Schulze, Ed.D. - Superintendent**

PHONE: (925) 473-2300

FAX: (925) 473-4374

Dear Parent/Guardian:

The California Assessment of Student Performance and Progress, or CAASPP is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. CAASPP assessments include computer adaptive tests in English-language arts/literacy (ELA) and mathematics for students in grades 3 - 8 and 11.

California's state standards for science call for students to think and work like scientists and engineers—asking questions and learning through hands-on investigation and discovery. This year students in grades 5, 8, 11 and 12 will participate in the California Science Test (CAST). These online tests will measure what your student knows and is able to do.

This year, students will take the CAASPP tests during the time period from **April - May**. These tests take a total of approximately 8 hours which will be spread over several days during the above time frame. To learn about the types of questions on the computer-based test, you and your child can view the practice test on line at the California Department of Education (CDE) Smarter Balanced Practice Test Web page at <http://www.caaspp.org/practice-and-training/index.html>

Following spring CAASPP testing, individual student score reports displaying CAASPP results from previous years and current year will be available on-line through our Parent Portal. Student score reports will include an overall score and a description of the student's achievement level for ELA and mathematics. Later in the year score reports for students in grades 5, 8, 11 and 12 will include information about the new Science test. Early Assessment Program (EAP) results will be included on the score reports for students in grade 11, providing an early indication of readiness for college-level coursework. When the results are available, we will host parent/guardian workshops for understanding your child's results.

Pursuant to *California Code of Regulations, Title 5, Section 852 (b)*, local educational agencies (LEAs) are required to inform parents of their right to exempt their child from taking the CAASPP tests.

If you have any questions regarding your child's participation, please contact your child's principal.

We are proud of the work of our students. Please make sure to give your child(ren) extra encouragement during this time.

Best,  
Janet

**Every Scholar, Every Day**

*Our students deserve nothing less than our best.*



# Pittsburg Unified School District

2000 RAILROAD AVENUE · PITTSBURG · CALIFORNIA 94565

OFFICE: 925-473-2353

FAX: 925-473-4265

Dear Parent/Guardian:

Identifying students who need help learning English is important so these students can get the support they need to do well in English language arts/literacy, mathematics, science, and other subject areas in school. The English Language Proficiency Assessments for California, or “ELPAC,” are the tests used to measure how well students understand English when it is not the language they speak at home. Information from the ELPAC tells your child’s teacher about the areas in which your child needs extra support.

Students in kindergarten through grade twelve, who are classified as English learners, will take the ELPAC Summative Assessment every year until they are reclassified as proficient in English. Students are tested on their skills in listening comprehension, oral expression, reading, and writing. The testing window for the ELPAC will be from February 1<sup>st</sup> – May 31<sup>st</sup>.

To learn more about the ELPAC, please read the *Parent Guide to Understanding the ELPAC*, which can be found on the CDE Parent Guide to Understanding the ELPAC Web page at <https://www.cde.ca.gov/ta/tg/ep/documents/elpacparentguide.pdf>.

The ELPAC practice tests are another good resource. They can be found on the ELPAC Web site at <https://www.elpac.org>, where parents and students can see the kinds of questions that will be on the test.

If you have any questions about your child taking the ELPAC, please contact your student’s school to receive more information.

Sincerely,

*Sandra Guardado*

Sandra Guardado  
Coordinator of Programs for English Learners and Dual Language Instruction  
Educational Services, PUSD  
925-473-2353  
[sguardado@pittsburg.k12.ca.us](mailto:sguardado@pittsburg.k12.ca.us)

## How can I help my child get ready for the ELPAC?

You are an important part of your child’s education. Some things you can do to help your child are:

Read to your child or have your child read to you on a regular basis.

Use pictures and ask your child to tell you what he or she sees, or what is happening in each picture.

Provide your child with opportunities to use language outside of school.

Talk to your child’s teacher about his/ or her listening comprehension, oral expression, reading and writing skills to help support your child’s progress.

## **HOMELESS/FOSTER STUDENT SUPPORT**

BP 6173

The Board of Education desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined by law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

Homeless students shall be allowed to remain at the school of origin through the end of the academic year in which his or her family becomes permanently housed, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.

Homeless/foster students shall receive free breakfast and lunch.

Homeless students may receive transportation.

All homeless/foster questions and/or disputes can be directed to the District Homeless/Foster Care Liaison/Counselor:

Office of Student Services

2000 Railroad Ave, Suite D, Pittsburg, CA 94565

Phone: 925-473-2346 or 925-473-2300 xt 3150



## SECTION C

### OTHER DISTRICT PROGRAMS AND POLICIES

#### **NOTICE OF RIGHTS OF PARENTS AND STUDENTS**

California law requires school districts to notify parents/guardians of minor students of their rights and to inform them that they may permit or refuse to permit their child to take part in any of the activities, programs or courses listed in this notice. No extracurricular or co-curricular program or activity shall be provided or conducted separately and no District students participation in extracurricular and co-curricular activities shall be required or refused on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law.

Please note that the code sections and other state and federal laws regarding each activity, program or course are summarized in this notice.

#### **ELIGIBILITY REQUIREMENTS**

##### **Extra-curricular/Co-curricular Activities (Grades 6–12)**

**Extra-curricular activities** are those programs that have all of the following characteristics: (Education Code 35160.5)

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning or control of the program.
4. The program includes both preparation for performance and performance before an audience or spectators.

Extra-curricular activities are not part of the regular school curriculum, are not graded, do not offer credit and do not take place during classroom time. (Education Code 35160.5)

**Co-curricular activities** are programs that may be associated with the curriculum in a regular classroom. (Education Code 35160.5)

An activity is not an extra-curricular or co-curricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

When attending or participating in extra-curricular and co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extra-curricular or co-curricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

Unless specifically authorized by law, no student shall be prohibited from participating in extra-curricular and co-curricular activities related to the educational program because of inability to pay fees associated with the activity, including materials or equipment related to the activity. (cf. BP 3260 - Fees and Charges)

**Extra-curricular/Co-curricular Eligibility Requirements**

The grade point average used to determine eligibility shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. (Education Code 35160.5)

Students must have a 2.0 GPA each quarter and not be more than two required courses behind grade level to be considered eligible.

**Grade changes made after the Dates of Determination\* will have no impact on eligibility, sports, awards, honors, special recognitions, extra-curricular or co-curricular activities until the next quarter grades have been posted.**

**\*Dates of Determination:** Set in August prior to the beginning of each school year (dates are approximately two weeks after the beginning of each quarter).

A “C-” shall not be considered to be a 2.0 equivalency. A 2.0 average is based on a 4.0 scale with the exception of designated honors courses, which will be on a 5.0 scale. A junior high school may utilize a school policy, which considers citizenship in determining student eligibility.

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

**Required Credits Per Grade Level (must have to matriculate to next grade level)**

Grade	Credits
9	0-50
10	51-110
11	111-160
12	161-220

**12th GRADE GRADUATION STATUS**

Students shall graduate and receive a diploma from the school in which they are enrolled in their senior year. For example, a Pittsburg High School senior who transfers to Black Diamond High School at the beginning or during their senior school year will graduate from Black Diamond High School.

The Pittsburg Independent Learning Center is a program in the district. Students completing graduation requirements through PILC will graduate and receive their diploma from their home school. (School they attended prior to transferring to PILC.)

Example:	<u><b>LAST SCHOOL ATTENDED</b></u> Black Diamond High School Black Diamond Opportunity Pittsburg High School	<u><b>WILL GRADUATE FROM</b></u> Black Diamond High School Black Diamond High School Pittsburg High School
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**No student will be permitted to participate in any graduation ceremony who has not completed all graduation requirements.**

**GRADUATION REQUIREMENTS**

The State of California requires that all students graduating from high school have taken at least two years of mathematics; **passing Algebra is part of that requirement.**

REQUIRED COURSE CREDITS	<b>140</b>
ELECTIVE COURSE CREDITS	<b>80</b>
MINIMUM CREDIT REQUIREMENT	<b>220</b>
English	
• I	10
• II	10
• III	10
• IV	10
* 1 Year of ELD can count toward 1 year of ELA Credit	<b>TOTAL 40</b>
Social Studies	
• World History	10
• U.S. History	10
• Economics	05
• American Government	05
	<b>TOTAL 30</b>
Mathematics	
• Students must take two years of mathematics which must include Algebra I (Consumer Math)	20
	<b>TOTAL 20</b>
P.E.	
• 20 credits of Physical Education	20
	<b>TOTAL 20</b>
Science	
• Physical Science: includes Earth Science, Physical Science, Chemistry, Honors Chemistry, Chemcom, Physics	10
• Life Science: includes Biology, Anatomy, Physiology	10
	<b>TOTAL 20</b>
Visual and Performing Arts, Foreign Language and/or Career Tech Education (CTE)	
• Two semesters of any course from the visual and performing arts, foreign language or CTE course lists.	10
	<b>TOTAL 10</b>
Electives	80
	<b>TOTAL 80</b>
<b>TOTAL</b>	<b>220</b>

### **PITTSBURG HIGH SCHOOL / BLACK DIAMOND HIGH SCHOOL:**

A total of 220 credits are required to graduate with a maximum of 80 credits in any one given school year (for Pittsburg High School and Independent Learning), by semester. Black Diamond High School awards credits every 9 weeks.

### **COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION**

Education Code 51229 requires that each school year, as part of the annual notification, a school district offering any of grades 9 - 12 provide the parent or guardian of each student enrolled in any of those grades a one page written notice that includes all of the following information:

The State of California offers post secondary opportunities at community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you only need to be a high school graduate or 18 years of age. In order to attend CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. In order to attend UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to CSU or UC after attending a community college. For the most up to date information on college admission requirements, please refer to the following web pages:

[www.ccco.edu](http://www.ccco.edu) – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

[www.assist.org](http://www.assist.org) – This interactive site provides course transfer information for students planning to transfer from a California Community College to CSU or UC.

[www.csumentor.edu](http://www.csumentor.edu) – This extensive online site offers assistance to students and their families regarding the CSU system, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp).

Students may meet with the Counselor at their school to choose courses that will meet college admission requirements or enroll in career technical education courses, or both.

## **COLLEGE AND CAREER READINESS**

The chart below reflects requirements for graduating from Pittsburg Unified School District, however, the state and higher education institutions identify additional requirements for being “college and/or career ready” that students can meet by consulting with their counselors and/or the PHS College and Career Center, to make sure they take the right courses throughout their high school career.

While it is necessary and important to meet the basic requirements to graduate from high school students often need these additional requirements/qualifications for college-going, or to be best prepared for future training or career development opportunities, or, generally, to be as successful as possible in their learning and career endeavors after high school. These requirements can involve what courses a student chooses to take during high school, and/or maintaining a certain GPA (usually a GPA no lower than a C grade average, and often higher).

In PUSD there are opportunities while students are still in high school to meet these additional requirements, for example, by taking certain courses (A-G courses) required by the CSU or UC systems, or completing a Career Technical Education pathway. The state of California includes the following as a list of ways in which students can demonstrate being more “college-and-career ready”:

- Career Technical Education Pathway Completion
- Grade 11 Smarter Balanced Summative Assessments in ELA and mathematics
- Advanced Placement Exams
- International Baccalaureate Exams
- College Credit Course (formerly called Dual Enrollment)
- A–G Course List Completion
- State Seal of Biliteracy
- Military Science/Leadership

PUSD offers opportunities around all of the above, with the exceptions of International Baccalaureate and Military Science/Leadership. Also, it is generally not just about completing courses, but about completing courses in combination with demonstrating strong academic preparation, for example, by testing as proficient or advanced on state ELA and/or Math Smarter Balanced Assessments, and/or passing Advanced Placement (AP) exams with a 3 or better score, and/or having a strong Grade-Point Average (GPA). Below is a graphic taken from the 2019 Dashboard Technical Guide which summarizes how the state considers these factors in providing a school or district rating of being “College/Career Readiness” Further, below the graphic are links to more information about UC and CSU requirements:

The College/Career Indicator includes measures on how well local educational agencies (LEAs) and schools are preparing students for likely success after graduation. Graduates classified as **Prepared** on this state measure must meet at least one of the criteria in the **Prepared** level.

<p><b>1</b></p> <p><b>Smarter Balanced Summative Assessments</b> Score of Level 3 "Standard Met" or higher on both English language arts/literacy (ELA) and mathematics</p>	<p><b>2</b></p> <p><b>Advanced Placement (AP) Exams</b> Score of 3 or higher on two AP exams</p>	<p><b>3</b></p> <p><b>International Baccalaureate (IB) Exams</b> Score of 4 or higher on two IB exams</p>	<p><b>4</b></p> <p><b>College Credit Courses</b> Two semesters, three quarters, or three trimesters of college coursework with a grade of C- or better in academic/Career Technical Education subjects where college credits are awarded</p>	<p><b>5</b></p> <p><b>State Seal of Biliteracy (SSB)</b> SSB awarded and score of Level 3 or higher in ELA on the Smarter Balanced Summative Assessments</p>	<p><b>6</b></p> <p><b>Leadership/Military Science</b> Two years of Leadership/Military Science, score of Level 3 or higher in ELA or math, and Level 2 "Standard Nearly Met" or higher in other subject area</p>
<p><b>7</b></p> <p><b>Career Technical Education (CTE) Pathway</b> Pathway completion with a grade of C- or better in the capstone course plus one of the Additional Criteria below:</p> <ul style="list-style-type: none"> <li>• <b>Smarter Balanced Summative Assessments:</b> Level 3 or higher in ELA and at least a Level 2 in mathematics, or Level 3 or higher in mathematics and at least a Level 2 in ELA</li> <li>• One semester/two quarters/two-trimesters of College Credit Courses with a grade of C- or better in academic/CTE subjects where college credits are awarded for each course</li> </ul>			<p><b>8</b></p> <p><b>University of California (UC) and California State University (CSU) a-g requirements</b> Complete a-g course requirements with a grade of C- or better plus one of the Additional Criteria below:</p> <ul style="list-style-type: none"> <li>• <b>Smarter Balanced Summative Assessments:</b> Level 3 or higher in ELA and at least a Level 2 in mathematics, or Level 3 or higher in mathematics and at least a Level 2 in ELA</li> <li>• One semester/two quarters/two-trimesters of College Credit Courses with a grade of C- or better in academic/CTE subjects where college credits are awarded for each course</li> <li>• Score of 3 on one AP exam or score of 4 on one IB exam</li> <li>• Completion of CTE Pathway</li> </ul>		

University of California (UC) Minimum Requirements:

<https://admission.universityofcalifornia.edu/counselors/freshman/minimum-requirements/>

CSU Minimum Requirements:

<https://admission.universityofcalifornia.edu/counselors/freshman/minimum-requirements/>

UC and CSU Comparison of Requirements:

<https://admission.universityofcalifornia.edu/counselors/files/csu-uc-a-g-comparison-matrix.pdf>

## **PARTIAL CREDIT:**

Partial credit will be given to students who are unable to complete a full term.

- Partial credit is required for all students.
- Students are required to do assignments. If assignments are done, students will receive partial credit based on these standards.
- Students who are absent due to being placed in foster care, court appearances or being homeless must be given an opportunity to make up work.

**Partial credits may be earned**

<b>Number of Weeks</b>	<b>Credits Earned per Subject</b>
2	.50
3	1.0
5	1.5
7	2.0
8	2.5
10	3.0
12	3.5
13	4.0
14	4.5
17	5.0

Completed work is corrected and graded by the following format:

1. **COMPLETENESS** All work must be completed responsibly and to the best of students' ability.
2. **CORRECTNESS** To receive an:  
"A" grade, at least 90% of the work must be correct.  
"B" = 80%  
"C" = 70%  
"D" = 60%  
Below 60% correct is an "F" and no credit can be given.

Athletics and other programs at the high school may have eligibility requirements in addition to the above. Please check with the high school principal.

**Instructional Assistance/Intervention**

A student identified for retention must attend summer school or other intervention programs unless the parent/guardian declines to have the child participate. As early in the school year as possible, low achieving students will be identified and enrolled in supplemental instructional programs. Sustained supplementary instruction throughout the year may sufficiently advance a student's learning so retention is unnecessary. Services shall not be provided during the regular instructional day if it would result in the student being removed from classroom instruction in the core curriculum.

**Teacher Justification Against Retention**

The student's regular classroom teacher may determine in writing that retention is not the appropriate intervention or not in the best interest of the student. In such cases, the teacher shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that are necessary to assist the student in attaining acceptable levels of academic achievement.

**Notification**

When a student is identified as being at risk of retention, the teacher and school administration shall so notify the student's parent/guardian as early in the school year as possible. At each grading period the student's parent/guardian shall be provided an opportunity to consult with the teacher(s) and school administration responsible for the decision to promote or retain the student.

**The Appeal Process**

The teacher's and school administration's decision to promote or retain a student may be appealed consistent with the Board Policy, administrative regulation and law. The burden shall be on the appealing party to show why the teacher's and school administration's decision should be overruled.

To appeal a teacher's and school administration's decision, the appealing party shall submit a written request to the Superintendent specifying the reasons why the decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

Within 15 school days of receiving the request, the Superintendent/Designee shall determine whether or not to overrule the decision. Prior to making this determination, the Superintendent/Designee may meet with the appealing party, the teacher and the school administrator. If the Superintendent determines that the appealing party has presented sufficient evidence that the decision should be overruled, he/she shall do so.

The decision of the Superintendent shall be final. If the decision of the Superintendent is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

## **PRIVACY RIGHTS OF PARENTS AND STUDENTS REGARDING STUDENT RECORDS**

Pursuant to the "Privacy Rights of Parents and Students Act of 1974" this is to inform you of your rights regarding student records. The rights apply to the parents of minors, and to students age 18 or older (but not to their parents unless they are declaring the student as an income tax deduction). You may request an opportunity to inspect any and all official school records, files, and data related to your child. Students 18 or older have the right to access their records. If information in the file is inaccurate, misleading, or inappropriate, you may request removal of the information or include a statement disputing the material, which you challenge. If the school fails to respond to your request to review these records, you have the right to file a complaint with Student Services and then the State Department of Education.

Other provisions of the federal law restrict the people who have access to the information in student records. School personnel with legitimate educational interests, schools of intended enrollment, specified federal and state education administrators, or those who provide financial aid are entitled to access without your consent. Access may also be obtained without your consent pursuant to court order.

The district maintains several kinds of records. The building principal is responsible for their custody and requests for access must be directed to him/her. Staff members (teachers, counselors, and other student services personnel) have access to the records to review your child's academic, physical, and social development for the purpose of enhancing his/her academic or educational program.

Files may include:

- permanent record of birth information, periods of enrollment, and scholastic records;
- cumulative record of test scores, developmental information, courses of study, and disciplinary notations;
- progress reports;
- attendance file;
- parental restrictions regarding access to directory information;
- transcript;
- suspensions/expulsions;
- SARB letters;
- parental authorization or prohibition of pupil participation in specific programs;
- health records;
- home language survey;
- records required for admission to, and progress in, special education programs;
- teachers' observations and recommendations in regard to educational and social development;
- parental rejoinders to challenge records and disciplinary actions.

The files are reviewed periodically by the staff to ensure that the information is accurate and appropriate. Removed material is destroyed in accordance with state law.

## **REVIEW OF STUDENT RECORDS**

You may review the records of your student(s) by making a request to the principal in writing. He/she will see that you are provided explanations and interpretations if requested. In addition, you may receive a copy of any information for a fee as prescribed by Board Policy.

If you believe material is inaccurate or inappropriate, you may request its removal by directing a written statement to the principal. Decisions may be appealed to the District's Student Services Department.

This District also makes directory information available in accordance with the state and federal laws. This means that your child's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attended will be available to specified agencies. In addition, height and weight of athletes will be made available. The agencies or persons who may receive the information are as follows:

- State and local law enforcement (all directory information)
- Probation, adoption, child protective agencies (all directory information)
- Potential employers (age and scholastic record)
- Public/private institutions of higher learning (name and address of graduating seniors or students terminating school)
- Elected officials/military recruiters (name and address of graduating seniors) if no signed restriction letter on file.
- News media (in conjunction with activities, honors, awards, etc., if no restriction letter on file)
- Local school parents club

## **RELEASE OF NAMES TO MILITARY RECRUITER**

State law (Education Code 49603) provides that the district may not deny military recruiters' access to students if such access is provided to other employers. The National Defense Authorization Act (10 USC 503), effective July 1, 2002 requires the district to provide recruiters with high school student's names, addresses, and telephone numbers, unless parents object.

The district will annually disclose information without prior parent consent. Parents will be notified annually of their right to refuse to authorize such a release.

The Pittsburg Unified School District is required to release the names, addresses and telephone numbers of students ages 15 years and older to the Military Recruitment Office. **If you do not want us to release your child's information, please complete the form in the back of the handbook and return it to the school by the last Friday in September.**

## **UPON YOUR WRITTEN REQUEST, WE WILL WITHHOLD DIRECTORY INFORMATION ABOUT YOUR CHILD.**

## **RESIDENCE**

There can be only one main residence. The residence of the custodial parent with whom an unmarried minor child lives is the residence of the minor child. The district may require documentation of current custody or guardianship arrangements. (Gov. Code 244.)

Parents or guardians will be required to verify their address with a current utility bill, proof of home purchase, or a notarized statement from their landlord. (Education Code 48204.) Additional proof may be required.

For homeless student support- refer to page 24

## **UNAUTHORIZED PERMISSION FOR STUDENT TO LEAVE SCHOOL GROUNDS**

Pittsburg Unified School District does not allow students in high school to leave campus during school hours. Neither the school district nor any officer or employee thereof shall be liable for the conduct, nor safety of any pupil, during such time as the pupil has left the school grounds, pursuant to this section. (Education Code 44808.5)

Parents may sign their student out of school during the school day for appointments, etc. Parents must sign student out at the school office. Students are not released to anyone under 18 years old.

## **PARENT LIABILITY**

Parents or guardians are liable for the willful misconduct of their minor children, which results in death or injury to other students or to school personnel, or damage to school property. Such liability shall not exceed \$25,000. (Education Code 48909)

## **CHILD ABUSE AND NEGLECT**

Child abuse is any physical injury inflicted on a child other than by accident, willful infliction of unjustifiable physical pain or mental suffering, inappropriate touching, filming or photographing of students. (Penal Code 273a, § 11165.1.)

Neglect is failure to provide necessary food, clothing, shelter, supervision, and medical care (except in the case of treatment by spiritual means). (Penal Code 270, § 11165.2)

## **REPORTING REQUIREMENT FOR ALL STAFF FOR POSSIBLE CHILD ABUSE**

California's child abuse reporting law mandates that all **teachers, administrators, classified employees, or other staff** and others whose job responsibilities include direct supervision of youth have a duty to report suspected child abuse or neglect to a police or sheriff's department, county probation department or a county welfare department. These individuals must report their suspicions immediately by phone and submit a written report within 36 hours. (Penal Code § 11165.7)

If upon further investigation, it appears that the person making the child abuse report is mistaken, that person cannot be held liable for the mistake. (Penal Code § 11165.7)

When a report of suspected child abuse or neglect is made, Child Protective Services (a branch of the California Department of Social Services) must immediately assess the child's safety. A child in serious danger will be removed from the home at once and a case plan will be developed with the ultimate goal of safely reuniting the family. The state may require counseling or parenting classes. If the child cannot return home safely, the child will stay in foster care and eventually be freed for adoption.

### **TEMPORARY DISABILITY**

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the student's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. (Education Code 48207)

### **Presence of pupils with temporary disabilities in qualifying hospitals**

It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital. (Education Code 48208.)

The District does not have any hospitals within its boundaries.

### **MEDICAL AND HOSPITAL INSURANCE**

Parents, at their own expense, will need to purchase Medical/Dental Accident Insurance for their students who may be injured at school, at school sponsored events or while being transported to field trips and excursions. State law requires that any student wishing to participate in interscholastic sports must have, prior to being allowed to participate, adequate insurance protection for medical and hospital expenses resulting from accidental bodily injuries. (Education Code 49472)

**(SEE NEXT PAGE)**

### **BICYCLE HELMET LAW**

California lawmakers passed a bicycle helmet law, which provides for a \$25.00 fine to parents who do not enforce the wearing of a safety helmet by their children, when riding their bicycles. Call your school office to obtain information regarding specific requirements for your child riding his/her bicycle to school.



**PITTSBURG UNIFIED SCHOOL DISTRICT**  
2000 RAILROAD AVENUE · PITTSBURG · CALIFORNIA 94565  
**Hitesh Haria, Associate Superintendent**

PHONE: (925) 473-2303

FAX: (925) 473-4273

**VOLUNTARY STUDENT ACCIDENT INSURANCE 2022-2023**

The Pittsburg Unified School District does not carry medical or dental insurance for students injured on school premises, while under school jurisdiction, or while participating in school district activities. For these reasons, the school district has arranged a student accident insurance program for your review and consideration. This insurance program is optional and complies with California Education Code, which permits distribution of necessary information from the company providing the coverage.

The following types of student accident insurance plans are available:

- 1) **School-Time Plan:** Covers injuries caused by accident occurring (1) at school during the school day; (2) while participating in school-sponsored and supervised activities; and (3) during the direct and interrupted travel to and from residence and school for regular attendance.  
**COST: High Option - \$43.00 Mid Option - \$28.00 Low Option - \$14.00**
- 2) **24-Hour Plan:** Covers injuries caused by accidents occurring anytime (24 hours a day) anywhere in the world. Coverage also includes participation in certain organized sports.  
**COST: High Option - \$210.00 Mid Option - \$105.00 Low Option - \$82.00**
- 3) **Tackle Football:** Covers injuries received while participating in sponsored or supervised Sr. High School Interscholastic football games or practice sessions.  
**COST: High Option - \$215.00 Mid Option - \$115.00 Low Option - \$85.00**

While participation in these insurance plans is voluntary, we urge you to consider the benefits. Approved claims will be paid on a primary basis for all school-time and 24-hour injuries, except for tackle football, which will be paid on an excess basis. Although you may already have medical insurance for your family, purchase of this additional coverage could assist you by paying deductibles and balances left after your primary carrier has paid.

The application process will now be done online, and will allow parents to safely and securely transmit applications through one of the following methods.

- **Direct online submission:** through our secure web portal, [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com), you can complete your Student Accident Insurance application directly on our website. The applications for insurance will be effective *immediately* and a policy number and insurance card will be available right away. This system is equipped to accept credit, debit, and e-checks for parent's convenience.
- **Web "download":** through the secure web portal, [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com), you can fill out and print your Student Accident Insurance application directly from the website. Parents who would like to send certified funds will continue to have the option to do so.

For more information or for help with enrolling your student in the insurance program, you can also contact Student Insurance at 1 (800) 367-5830.

Sincerely,

Hitesh Haria  
Associate Superintendent

### **CORPORAL PUNISHMENT**

Corporal punishment shall not be administered to a pupil by any school staff member.

### **AHERA NOTIFICATION**

To all Pittsburg Unified School District employees, parents, students and employee representatives:

This is the District's annual update of our compliance with the Asbestos Hazard Emergency Response Act (AHERA). The act requires us as a school district to inspect all our school buildings for asbestos containing materials (ACM). A management plan has been developed which outlines how asbestos materials are to be handled in each school building (abate, encapsulate or M & O).

There are various types of asbestos materials located in District buildings (floor tile, ceiling sprayed on materials, hot pipe wrapping or thermo system insulation, roofing shingles, plus others.) These friable and non-friable materials are managed through abatement methods. Friable materials can be crushed with hand pressure as opposed to non-friable materials. In an undisturbed state these materials are not harmful to students or staff. The District will continue, as it has in the past, to monitor, abate, or repair any asbestos containing materials that require action.

Copies of the management plan and inspection reports are available upon request, for review, at each school office. The entire district plan is located at 3200 Loveridge Rd, Pittsburg, CA 94565.

Anyone wishing more information regarding the District AHERA Management Plan, should contact the Director of Maintenance, Operations Transportation and Facilities, at (925) 473-2362.

### **POLICY REGARDING CONFISCATED/ABANDONED STUDENT PROPERTY**

Items that are confiscated or abandoned at any school site will be disposed of if the student/parent has not picked up the item by October 1 of the following school year.

### **SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

California public schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources & demographics.

Copies of the School Accountability Report Card (SARC) are available upon request from the school site or from Education Services. The School Accountability Report Card (SARC) can also be found online through the California Department of Education.

## **TEACHER QUALIFICATIONS**

Each Local educational agency (LEA) at the beginning of each school year that receives Title I, Part A funds shall notify the parents of each student attending any school receiving Title I, Part A funds (Every Student Succeeds Act, ESSA, Section 1112[e]) that the parents may request, and the LEA will provide on request (and in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including the at a minimum, the following (ESSA, Section 1112[e][1][A]):

Whether the student's teacher:

1. has met the State qualification and licensing criteria for the grade level and subject areas that the teacher provides instruction,
2. is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived, and
3. is teaching in the field of discipline of the certification of the teacher.
4. whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **TITLE I LEA-LEVEL PARENT AND FAMILY ENGAGEMENT POLICY**

September 24, 2021

- 1.0 The local governing board of each local educational agency (LEA), or agency, receiving Title I, Part A funding shall establish and implement a written parent and family engagement policy and program. (California *Education Code* [EC] sections [§§] 11500-11504, 51101[b]; 20 United States Code [U.S.C.] § 6318[a][1], 6318[a][2])
- 1.1 Pittsburg Unified School District has developed jointly with, agreed on with, and distributed to, parents and family members of participating children, an LEA-level written parent and family engagement policy. (20 U.S.C. § 6318[a][2].) *Pittsburg Unified School District's District Advisory Committee (DAC) as well as the District English Language Advisory Committee (DELAC) meet every year to discuss, amend and approve the District's Parent Engagement Policy. The District's Parent Engagement Policy is then shared by members at their respective school site during their School Site Council Meetings. Those meetings are agendized 72 hours prior to the meeting and minutes are reported out. The Parent Engagement Policy is also posted on the District's website and in the Student Rights and Responsibilities Handbook. The LEA incorporates the parent and family engagement policy into the LEA level plan. (20 U.S.C. § 6312, 6318[a][2]) facilitate meetings throughout the school year to acquire parent feedback. Pittsburg Unified School District's District Advisory Committee meets six (6) times annually to discuss current topics that affect students and families as well as parent engagement strategies to promote parent participation.*

To involve parents and family members in the Title I program at Pittsburg Unified School District, the following practices have been established:

- a. The LEA involves parents and family members in the joint development of the agency's plan, and in the development of support and improvement plans. (20 U.S.C. § 6318[a][2][A]) The District Advisory Committee and the District English Learner Advisory Committee meet

jointly to review the District's Plan and provide feedback annually. Each School Site Council also meets regularly to review the site's plan and provide feedback. In addition, the plans, as well as Title I budget allocations, are discussed throughout the monthly School Site Council Meetings as budget allocations are discussed. The DAC meetings are held in the evenings to accommodate parent work schedules and childcare is provided.

b. The LEA provides coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. (20 U.S.C. § 6318[a][2][B])

The District annually conducts a School Site Council Training to review roles and responsibilities of its members as well as present Title I information. Whenever needed, the District attends site council meetings to provide technical assistance.

c. To the extent feasible and appropriate, the LEA coordinates and integrates Title I, Part A parent and family engagement strategies with parent and family engagement strategies of other relevant Federal, State, and local laws and programs. (20 U.S.C. § 6318[a][2][C])

Pittsburg Unified School District coordinates and integrates with parent engagement strategies in a variety of ways including District Advisory Committee and District English Language Advisory Committee meetings and family informational webinars.

d. The LEA conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served under Title I, Part A. (20 U.S.C. § 6318[a][2][D])

The District Advisory Committee annually reviews a variety of data including academic (Summative data including CAASPP, I-Ready, Acadience) as well as English Learner Reclassification data. The District data meeting is held the meeting prior to the LEA plan so that parents can meaningfully provide feedback on the LEA plan.

The LEA identifies the following:

1. Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). (20 U.S.C. § 6318[a][2][D][i])  
Pittsburg Unified School District, to the extent possible, offers all meetings in English and Spanish. The district offers meetings at various times during the day to accommodate parents' work schedules. The district has very active DAC and DELAC groups. Pre-pandemic the district offered meals and free childcare.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers. (20 U.S.C. § 6318[a][2][D][ii])  
The District Advisory Committee and District English Learner Advisory Committee conduct an annual needs assessment to name, discuss and problem solve academic problems as well as other barriers to learning they see at sites or at a district level.
3. Strategies to support successful school and family interactions. (20 U.S.C. § 6318[a][2][D][iii])

During every District Advisory Committee Meeting as well as District English Learner Advisory Committee school sites share out the activities that have occurred or will occur at their school that month which have successfully engaged parents in the school community and/or school academic program. This share-out also promotes new ideas for school sites struggling with parent engagement.

- e. The LEA uses the findings of such evaluation in section 1.1(d) of the CE program instrument to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy. (20 U.S.C. § 6318[a][2][E])

Pittsburg Unified School District engages regularly with DAC and DELAC committees to review information and activities going on at all school sites to learn and support parental involvement at each site. Accordingly, the parent engagement policy is amended with any relevant updates.

- f. The LEA involves parents in activities of schools served under Title I, Part A to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy. (20 U.S.C. § 6318[a][2][F])

PUSD involves parents in both Spanish and English in both District Advisory Committee and District English Advisory Committee meetings to annually review the parent policy and then share the document at their respective school sites.

- 1.2 The LEA policy on parent and family engagement for all schools (including Title I and non-Title I) in the LEA shall be consistent with the following goals and purposes: (EC §§ 11502, 11504, 11506)

- a. Engage parents and family members positively in their children's education by providing assistance and training on topics such as state academic standards and assessments to develop knowledge and skills to use at home to support their children's academic efforts at school and their children's development as responsible future members of our society. (EC § 11502[a])  
Pittsburg Unified School District has a robust Parent and Family Liaison Program. Each site has a Parent and Family Liaison that meets with families at school and provides information on a variety of topics. Whole district training and seminars include: Understanding the Reclassification Process, Early Literacy Parent Workshops, Mentas Positivas (Supporting Mental Health) AMCE (Abriendo Mentas, Cerrados Estigmas), Positive Parenting for Elementary and Junior High families, TEEN Triple P also provides parenting support for ages 13-17 and up, Father Talk supports father involvement, Stepping Stones is new this year and focuses on supporting parents of scholars with special needs under the age of 6, 2 College Readiness workshops this year will focus on College Admissions Essays for High School scholars, as well as Preparing for College geared toward all PUSD scholars. This year we will add additional sessions on grade span state standards and assessments.

- b. Inform parents that they can directly affect the success of their children's learning, by providing parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home. (EC § 11502[b])  
All school sites hold an annual Title 1 meeting in which parents are informed of the school's participation in the Title 1 program. At that meeting, parents are also informed of the number of ways that they can actively engage in their child's education at their school site. *The topics*

*include but are not limited to: How to monitor a scholar's progress and work with educators to improve student achievement, parent learning nights to educate parents on various assessments, early literacy to engage parents in the reading process.]*

c. Build consistent and effective two-way communication between family members and the school so that parents and family members may know when and how to assist their children in support of classroom learning activities. (EC § 11502[c])

[Pittsburg Unified School District has partnered with a new communication platform called Parent Square. Parent Square was selected because it fosters two-way parent communication between parent and teacher, which includes real time two-way translation to best serve the needs of our Preschool through grade twelve community. *In addition, all Elementary Schools utilize Class Dojo as another platform to immediately communicate with parents and share academic achievements, concerns, and social-emotional learning.*

d. Train teachers, school administrators, specialized instructional support personnel, and other staff to communicate effectively with parents as equal partners. (EC § 11502[d]) PUSD conducts an annual School Site Council training in English and Spanish for Site Principals, parents, school employees, students and community members to explain the important role of School Site Council in facilitating the Title 1 budget.

e. Integrate and coordinate parent and family engagement activities with the local control and accountability plan (LCAP), as applicable, with other programs. (EC § 11502[e]) PUSD will engage parents, staff and community members not only with LCAP plan but also integrate discussion and information with the CCEIS (Comprehensive Coordinated Early Intervening Services) plan as well.

1.3 Parents and family members of children receiving Title I, Part A services shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (20 U.S.C. Section 6318[a][3][B])

[During the annual School Site Council Training meeting parents and families are informed of funds that are specifically allotted for parental involvement activities. This information is shared in the month of September so that all members are aware of this specific funding in order to best use the money during the school year.

1.4 Funds reserved by an LEA shall be used to carry out activities and strategies consistent with the LEA's parent and family engagement policy, including not less than one of the following: (20 U.S.C. § 6318[a][3][D])

a. Supporting schools and nonprofit organizations in providing professional development for LEA and school personnel regarding parent and family engagement strategies. (20 U.S.C. § 6318[a][3][D][i])

b. Supporting programs that reach parents and family members at home, in the community, and at school. (20 U.S.C. § 6318[a][3][D][ii])

c. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members. (20 U.S.C. § 6318[a][3][D][iii])

d. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement. (20 U.S.C. § 6318[a][3][D][iv])

e. Engaging in any other activities and strategies that the LEA determines are appropriate and consistent with such agency's parent and family engagement policy. (20 U.S.C. § 6318[a][3][D][v])

Pittsburg Unified School District will disseminate best practices using our robust Parent and Family Liaison Program to cross pollinate best parent engagement practices within Pittsburg. In addition, Pittsburg will utilize the new communication platform called Parent Square. Parent Square was selected because it fosters two-way parent communication between parent and teacher, which includes real time two-way translation to best serve the needs of our Preschool through grade twelve community.

## **PARENT INVOLVEMENT POLICY- BP 6020**

### **Instruction**

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in District and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)  
(cf. 1220 - Citizen Advisory Committees)  
(cf. 1230 - School-Connected Organizations)  
(cf. 1240 - Volunteer Assistance)  
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

The District's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including District efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not

limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

The Board supports a cycle of inquiry approach of continual improvement. The program update to the Board will be guided by the cycle of inquiry and the essential questions: What is the need? What are the goals? What are we using to measure progress? What are the results?  
(cf. 0500 - Accountability)

#### Title I Schools

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

When the District's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

(cf. 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members

4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

#### Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

### **FIREARMS/WEAPONS POLICY**

### **Board Policy 5131.7**

The Governing Board desires students and staff to be free from danger presented by firearms and other weapons.

The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school, or while going to or coming from school.

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law. Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

The Principal or Designee shall notify law enforcement authorities when any student possesses a weapon without permission or commits any act of assault with a firearm or other weapon.

The Board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Superintendent or Designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

**GUN-FREE SCHOOLS ACT POLICY**

**Board Policy 131.71**

The Governing Board desires students and staff to be free from danger presented by guns/firearms being in a school zone.

Any person who possesses a firearm in a place that the person knows, or reasonably should know, is a school zone, "School Zone" means an area in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, or within a distance of 1,000 feet from the grounds of the public or private school, shall be punished.

Any person who violates the Gun Free Schools Act of 1995 by possessing a firearm in, or on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive, shall be punished by imprisonment in the state prison for two, three, or five years.

**ALCOHOL AND DRUGS POLICY**

**Board Policy 5131.6**

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

**TOBACCO POLICY**

**Board Policy 5131.62**

The Board of Education recognizes that tobacco use presents serious health risks and desires to provide support and assistance in the prevention and intervention of tobacco use among youth.

(cf. 5131.6 - Alcohol and Other Drugs)

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, including electronic nicotine delivery systems (ENDS) while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. (Education Code 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

## **PREGNANT, PARENTING, OR MARRIED STUDENTS**

## **Board Policy 5146**

The Governing Board recognizes that responsibilities related to marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)

The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

### Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any alternative education program, activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)

If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)

To the extent feasible, the district shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during

the school day and during school-sponsored activities

(cf. 5148 - Child Care and Development)

2. Parenting education and life skills instruction

3. Special school nutrition supplements for pregnant and lactating students pursuant to Education Code 49553, 42 USC 1786, and 7 CFR 246.1-246.28

4. Health care services, including prenatal care

5. Tobacco, alcohol, and/or drug prevention and intervention services

6. Academic and personal counseling

7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

#### Absences

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses.

A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)

#### Parental Leave

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)

Following the leave, a pregnant or parenting student may elect to return to the school and the course of

study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)

### Accommodations

When necessary, the district shall provide accommodations to enable a pregnant or parenting student to access the educational program.

A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40)

The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

### Complaints

Any complaint alleging discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of Education Code 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE). If the district or CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 222, 46015; 5 CCR 4600-4670)

### Program Evaluation

The Superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on student

participation in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

### **Pregnancy Prevention**

The Superintendent or Designee shall ensure that age-appropriate, culturally and community-sensitive instruction and services are available to assist in the prevention of pregnancy among minors. The district's program shall be based on strategies that have proven effective in delaying the onset of sexual activity and reducing the incidence of pregnancy among school-age youth. Instruction shall include information regarding the consequences of pregnancy upon both the mother and father, including the effect upon future educational and employment opportunities; the meaning of parental responsibility and its effect upon one's personal life; strategies for resisting peer group pressure; and abstinence as a method of pregnancy prevention. Such instruction may be incorporated into health and social science classes or other appropriate courses. (*cf. 6143--Courses of Study*)

### **Married Students**

For school related purposes, married students under the age of 18 are emancipated minors and have all the rights and privileges of students who are 18, even if the marriage has been dissolved. (Family Code 7002)

## SECTION D

### HEALTH and SAFETY

#### **PHYSICAL EXAMINATIONS**

A physical examination will not be required of a child if a parent has filed written objection to such examination for the current school year. However, it should be noted that the child may be sent home if he/she is believed to be suffering from a recognized infectious or contagious disease. (Education Code 49451)

#### **ENROLLMENT PHYSICALS**

The Pittsburg Unified School District's adopted policy requires all kindergarten children to have a physical exam before entering school in August. The law requires that a health examination certificate approved by the Department of Health Services be presented to the school by the parent or guardian within 90 days after the child's entry into school. (Mandated Child Health and Disability Prevention "CHDP", Board Policy 5111)

To be eligible for enrollment into kindergarten a child must be 5 years of age on or before September 1 of the current school year. Children who turn 5 between September 2 and February 1 of the current school year will be eligible to attend Transitional Kindergarten.

A certificate of the child's birth will be required as evidence of age such as:

- Original Certificate of Birth

Possible Birth Certificate substitutions include (ask school):

1. Passport
2. Immigration certificate

**Student applying for admission into kindergarten or transitional kindergarten shall show evidence of meeting statutory physical examination requirements** by a physician licensed to practice in the state of California, or pediatric nurse practitioner under the direction of such licensed physician within six months prior to the start of the kindergarten school year, usually March 1. Students may be admitted conditionally into Kindergarten. If a physical has been completed before the March 1 date and cannot be done again due to insurance/doctor reasons, you must obtain a letter from the doctor, doctor's office or insurance company that states when the last physical was, and when the next one can be obtained or proof that an appointment has been scheduled.

Students enrolling in first grade having not attended kindergarten in any district shall be required to show evidence of the same physical examination requirements as initially enrolling kindergarten students. The examinations shall have been given within 18 months prior to entrance into first grade. Students may be admitted conditionally into first grade.

Other conditions and regulations regarding conditional admission into and exclusion from school can be found in District policies about the child health and disability prevention program.

**HEARING AND VISION SCREENING**

Evaluation of hearing and vision of children is conducted by trained personnel, upon first enrollment and at least every third year thereafter. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist. (Education Code 49452)

**SCREENING FOR SCOLIOSIS**

California regulations require that all seventh grade female students and all eight grade male students be screened for scoliosis (lateral curvature of the spine) by specified individuals. Parents who do not wish their children to be screened may sign a waiver. (Education Code 49452.5)

**ASSISTANCE WITH MEDICATION**

When a child is required to take medication during the regular school day, the parent or guardian may request assistance of designated school personnel in administering the medication. To provide this assistance, the school must receive written instructions from the prescribing physician and a written request from the parent or guardian. (Education Code 49423)

**IMMUNIZATIONS**

No person may be admitted as a student of any school in the District unless prior to his/her **first admission** to school unless he/she has been fully immunized:

<b>Polio (Trivalent oral)</b>	<b>At least four (4) doses</b>
<b>Diphtheria, Tetanus, Pertussis (DPT)</b>	<b>At least doses (5) doses</b>
<b>Measles, Mumps and Rubella (MMR) mumps and rubella</b>	<b>Two (2) doses of measles and at least one dose of</b>
<b>Hepatitis B</b>	<b>Three (3) doses</b>
<b>Varicella documented varicella disease</b>	<b>Two (2) doses or health care provider-</b>

All children entering 7<sup>th</sup> grade will be required to have:

- **3 Doses of Hepatitis B Vaccine: 3 shots over a six-month period.**
- **Measles containing vaccine: 2 doses  
(One dose must be MMR; both doses must have been given on or after the first birthday and spaced at least 4 weeks apart.)**
- **Tdap- Pertussis Booster (Whooping Cough). May be given any time after the 7<sup>th</sup> birthday. MUST HAVE before start of 7<sup>th</sup> grade or the student Cannot Attend.**

**A student who cannot demonstrate evidence of having received these required immunizations or a medical waiver will not be admitted to school. Please contact Student Services at 925-473-2347 for more information.**

### **WAIVING IMMUNIZATIONS**

Starting in January 2016, a new California law, SB277, modified the eligibility to waive immunizations. Personal Beliefs will no longer be eligible to waive the required immunizations for school entry. Only medical waivers will be eligible. All students going into the 1<sup>st</sup> grade or 7<sup>th</sup> grade would need to have all required immunizations in order to attend school in the 2016-2017 school year and beyond.

However, whenever there is good cause to believe that the person has been exposed to one of the communicable diseases listed in subdivision (a) of Section 120325, that person may be temporarily excluded from the school or institution until the local health officer is satisfied that the person is no longer at risk of developing the disease.

### **\*\* New Immunization Requirements beginning in the 2019-2020 school year**

- Requires students to have 2 varicella (chicken pox) vaccines at:  
Kindergarten entry  
7<sup>th</sup> grade advancement  
k-12 new admissions or transfers to the district
- Requires 2 MMR doses and 3 Hepatitis B doses at admission or transfer throughout k-12 (age restrictions are removed)
- Medical exemptions for new admissions may be signed only by a CALIFORNIA LICENSED MD/DO and MUST go through the CAIR.ME website.
- Temporary medical exemptions may be issued for no more than 12 months

## **HEAD LICE**

**(Pediculus Humanus Capitis)**

**The District complies with a “NO LICE” policy. As long as a student has live lice, they are not to return to school. You can prove treatment with the box for the lice medication and/or a receipt.**

Head lice (pediculus humanus capitis) are highly contagious and may be difficult to control. When you are notified that your child shows signs of head lice, **DON’T PANIC**. Playing with others, a simple exchange of hats, clothing, combs or other personal items can lead to the transmission of lice from one person to another. However, you can have your child free of lice by using the following steps to eliminate an infestation:

### **“Steps to Eliminate Head Lice”**

#### **Step 1: Kill The Lice**

Check with your health care provider or pharmacist regarding medicated shampoos that kill head lice. These shampoos do kill the adult louse but no lice control product will kill 100% of nits (eggs). The most important components of head lice control are a single treatment and then reapplication if live lice are found 7-10 days later. Nit combing should also be performed. Combing and removal of nits may help reduce the duration of infestation. The California Department of Health Services recommends the combination of treatment and nit combing.

#### **Step 2: Remove Nits (Eggs)**

Nits are the primary symptom in helping to determine the presence of head lice. Nits can be easier to locate than the adult louse. When first laid, nits are attached to hair near the scalp. They are light in color and oval shaped and can be found throughout the hair, especially at the back of the neck, behind the ears, and at the top of the head. Nit removal is a critical step in the lice control process and the key to effective treatment. Work in a well-lit area for maximum viewing of nits.

#### **Some Hints for Using a Nit Comb**

1. Work with small sections of hair, one inch or smaller.
2. Keep teeth deep in hair from scalp to hair’s end.
3. Clean comb after each use.
4. Dampen hair with spray bottle to maintain moisture.
5. Adding a conditioner may make combing easier.

#### **Step 3: Clean Up Environment**

- ✓ Machine wash all bed linens, clothes, towels, etc. in hot water and dry at least 20 minutes on hot cycle in dryer.
- ✓ Store all other exposed items (bike helmets, stuffed toys, etc.) in plastic bags for 2 weeks.
- ✓ Vacuum all affected areas thoroughly and discard bag.
- ✓ Disinfect combs, brushes, barrettes, etc. by soaking them in hot water (130 F) for 15 minutes.

## **SECTION E**

### **TRANSPORTATION and FIELD TRIPS**

#### **TRANSPORTATION**

Riding the school bus is a privilege. Rules must be followed or the privilege may be revoked. It is in your child's interest that we work together to ensure safe transportation to and from school for all students.

#### **BUS RULES**

1. Students are not to arrive at the bus stop earlier than 5 minutes before scheduled departure time.
2. Items such as radios, electronic equipment, aluminum cans, glass, animals, insects, reptiles, skateboards, athletic equipment (bats, balls, baseballs, basketballs, etc.) or other unsafe items shall not be transported to school on the bus.
3. Pre-schoolers and kindergarten students should not be at the bus stop unless supervised by a responsible adult.
4. Foul or inappropriate language is not allowed.
5. Students must follow directions of the bus driver.
6. Students must stay in their assigned seat.
7. Students must keep all body parts inside the bus.
8. No pushing, shoving, cutting, horseplay or fighting will be tolerated at any time.

#### **BUS DISCIPLINE**

1. When a rider is guilty of a first offense of misconduct, the rider will be issued a citation by the driver and reported to the Principal or Vice Principal for appropriate discipline.
2. Upon a second offense of misconduct, the transportation supervisor will contact the parent and set up a meeting. The meeting will consist of the parent, child, principal, bus driver and the transportation supervisor.
3. Upon a third offense of misconduct, the rider may be denied transportation services for one month.
4. Upon a fourth offense of misconduct, the rider may be denied transportation services for the remainder of the school year.

**The following inappropriate behavior will result in automatic suspension of busing privileges:**

1. Physical harm to another student or threat of physical harm.
2. Property damage (vandalism).
3. Refusal to obey bus driver.
4. Disruption to the bus driver and others.
5. Any rider who creates a safety hazard on the bus will be removed without consideration of prior offenses.
6. Any offense as listed on the **“School Bus Conduct Report”**.

**EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS**

All bus procedures and consequences remain in effect for field trips or other school related activities.

On all school-sponsored field trips, excursions and athletic events, provisions must be made for proper supervision of students by school employees. Parents may assist in supervising students as chaperones, but they may not bring other children along on the bus. Parents/guardians may provide transportation for a school-sponsored trip, provided the parent shows proof of proper insurance coverage and the proper district forms have been completed and are on file with the principal.

On those occasions where parents elect to provide their own transportation for a school-sponsored trip and elect to bring siblings, the parents are doing so at their own risk. The District will not accept responsibility or liability.

**APPEAL PROCESS**

Any denial of transportation services may be appealed. The order of appeal shall be:

- 490972984. Principal
- 490972985. Director of Transportation/Maintenance
- 490972986. Director of Student Services
- 490972987. Superintendent

**Pittsburg Unified School District**  
**School Bus Conduct Report**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Route: \_\_\_\_\_

AM Noon PM

Dear Parents/Guardians:

School: \_\_\_\_\_

This report is to **inform you of disciplinary action** taken as a result of your pupil's actions which jeopardized the safety and well-being of all pupils on the bus. We urge you to support this corrective action by impressing upon your pupil the **need for safety on our school buses**.

\_\_\_\_\_ has been cited for the infraction of the rules listed below:

Pupil

- \*Failed to obey the instructions of the bus driver. \_\_\_\_\_
- \*Threw an object(s). \_\_\_\_\_
- \*Possessed dangerous weapon(s)/object(s). \_\_\_\_\_
- \*Fought, wrestled or scuffled on bus. \_\_\_\_\_
- \*Extended arm/hand/limb from door/window of bus. \_\_\_\_\_
- \*Standing/changing seats while bus is moving. \_\_\_\_\_
- \*Possessed matches, incendiaries, etc. \_\_\_\_\_
- \*Used emergency exit without permission. \_\_\_\_\_
- \*Vandalism of property. \_\_\_\_\_
- \*Threatened/harmed driver/rider. \_\_\_\_\_
- \*Disruption: (Driver had to stop bus to regain order). \_\_\_\_\_
- \*Possessed alcohol, tobacco and/or drugs. \_\_\_\_\_
- \*Used vulgar/profane language on the bus. \_\_\_\_\_
- \*When necessary to cross the road, refusal of pupil  
To cross the road 10 feet in front of the bus and as  
Directed by the driver. \_\_\_\_\_
- Eating, drinking or chewing gum. \_\_\_\_\_
- Possessed glass container or object. \_\_\_\_\_
- Impeded movement of bus. \_\_\_\_\_
- Other (see definition under description of incident). \_\_\_\_\_
- Pupils shall have "written" permission to leave the bus  
Other than at the school or their designated bus stop. \_\_\_\_\_
- Pupils shall be on time for their AM and PM bus. \_\_\_\_\_

**\*Any violation marked with an asterisk will result in loss of transportation service with no previous citations.**

- This is the first citation. Please consider it a warning. Please review the importance of the school bus "Code of Conduct" with your pupil. Please **sign** this citation to ensure you received it, and return it to the principal.
- This is the second citation. There will be a **mandatory** meeting with the parent/guardian, your pupil, the principal, transportation supervisor and bus driver to come to an agreement about proper riding practices.
- This is the third citation. There will be a suspension of bus riding privileges effective \_\_\_\_/\_\_\_\_/\_\_\_\_.**  
**Riding privileges will resume on \_\_\_\_/\_\_\_\_/\_\_\_\_.**
- This is a severe infraction. There may be a suspension of bus riding privileges for up to one (1) year.**  
**This suspension will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_ and end on \_\_\_\_/\_\_\_\_/\_\_\_\_.**  
**Riding privileges will resume on \_\_\_\_/\_\_\_\_/\_\_\_\_.**

A conference is required from the District. You will be notified as to the actual date of this conference (date/time within two (2) school days).

Driver Signature: \_\_\_\_\_ Pupil Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

This citation **must** be signed by parent/guardian and returned to school office the following day after receiving it, or a parent conference will be requested.

## SECTION F

### TRANSFERS

#### **INTRADISTRICT OPEN ENROLLMENT**

AR 5117.1(a)

Attendance at a school within the Pittsburg Unified School District

1. The Governing Board desires to provide options that meet the diverse needs, potential and interests of District students and shall annually review enrollment options.
2. Students who reside within the district's boundaries may apply for enrollment in any district school. The Superintendent or Designee shall determine the capacity of each District school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area.
3. The District will not provide transportation outside the school's attendance area if attendance is based upon a parent request to attend a school outside the student's attendance area.
4. The Superintendent or Designee shall develop the necessary regulations for implementing this policy.

#### **ENROLLMENT PRIORITIES**

For the purpose of these regulations, caregiver affidavits shall be construed to verify residence in the district only. Caregiver affidavits will not be accepted for the purpose of circumventing the requirement of residence within a school's attendance area. The following is the priority order in which students will be enrolled in a school:

1. Students who reside within a school's attendance area;
2. Students overflowed out of the resident school during the previous school year;
3. Students enrolled into Dual Immersion program;
4. Students with previously approved open enrollment placements;
5. Siblings of students with previously approved open enrollment placements;
6. All new open enrollment applicants on a lottery basis;
7. New students anticipating a move to the district within 40 school days who have an approved interdistrict transfer and acceptable proof of a pending move;
8. Students already enrolled in the District with an approved interdistrict transfer as long as they continue to meet the criteria of satisfactory attendance, academics and behavior;
9. New interdistrict transfer requests with priority given to students whose parents/guardians are employed within District boundaries.

#### **ADDITIONAL POLICIES**

1. Open enrollments shall be granted annually on a space available basis at the receiving school.
2. No student currently residing within a school's attendance area shall be displaced by a student on open enrollment if enrolling before October of the current school year. (Education Code 35160.5)
3. Students who move into an attendance area will be reassigned to another school if their grade level is at maximum capacity at their new school of residence.
4. The Governing Board retains the authority to maintain appropriate racial and ethnic balances among district schools. (Education Code 35160.5)
5. Students on open enrollment will be required to apply for open enrollment transfer each year during the District open enrollment period. Transfer requests will be considered only after all students residing in the school's attendance area have been accommodated.
6. If it becomes necessary to displace students on open enrollment at any grade level, students will be displaced in an inverse order (last in, first out) of their acceptance.
7. Students may be denied Open Enrollment if space is not available or the student has poor attendance, behavior or grades.

## **SELECTION PROCEDURES**

1. The Superintendent or Designee shall identify those schools which may have space available for additional students. Open enrollment applications shall be available at all school offices.
2. **Open enrollment application period shall be March 1<sup>st</sup> through April 1<sup>st</sup>, for all Elementary Schools, unless otherwise announced by the district. For the Jr. High Schools the Open Enrollment Application Period will be January 15 through February 15, unless otherwise announced by the district. Notifications will be posted at each school site. After the listed dates, open enrollment requests will be placed on later rounds.**
3. All students who submit applications to the district by the end of the open enrollment period shall be considered for admission to their school of choice the following school year under the district's open enrollment policy.
4. If enrollment numbers at a particular school are high, approval shall be determined by lottery from the eligible applicant pool. A rank order shall be established to indicate the order in which students will be accepted. Refer to previous page for priority placements.
5. The Superintendent or Designee shall inform applicants by mail as to whether their applications have been approved or denied. If the application is denied, the reasons for denial shall be stated in writing.
6. Applicants who receive attendance approval must confirm their enrollment within two weeks. Once attendance has commenced, students must remain at the school of choice for at least one full year, unless they no longer meet attendance, behavioral or academic conditions.
7. The District reserves the right to assess space availability and may not send approvals or denials until 10 school days after the start of the school year. Most response letters are mailed during the summer.
8. Open enrollments are a privilege. The District works diligently to comply with as many requests as possible.

## **CANCELLATIONS**

A student's open enrollment may be canceled or "revoked" if his/her grades, attendance or behavior interferes with the student's educational progress by the school. Cancellation of student open enrollment shall occur at any time deemed necessary by the open enrollment school. Progress monitoring will be reviewed quarterly.

## **APPEAL PROCESS**

When an open enrollment intradistrict application is denied, the parent/guardian may appeal to the Director of Student Services in writing. An answer will be given in writing either approving or denying the appeal. The response will state the reason for approval or denial.

## **ADDITIONAL TRANSFER OPTIONS INCLUDE:**

- **Elementary and Secondary Education Act (ESEA) Unsafe School Choice Option (USCO)**  
Students who attend a persistently dangerous school and students who are victims of a violent criminal offence (serious physical injury), while in or on the grounds of a Pittsburg Unified School will be allowed to attend another Pittsburg Unified School District safe school as mandated by U.S. Department of Education (USCO) under the Elementary and Secondary Education Act. (ESEA). Parents would be notified in a letter if their child's school meets this criteria.

This form is available at any school site, please do not use this copy.

PITTSBURG UNIFIED SCHOOL DISTRICT
OPEN ENROLLMENT INTRADISTRICT TRANSFER REQUEST

NEW CONTINUING 20\_\_\_/20\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Assigned School \_\_\_\_\_ Requested School \_\_\_\_\_

(SCHOOL USE ONLY) STUDENT ON OVERFLOW TO:

GENERAL OPEN ENROLLMENT RULES:

- 1. OPEN ENROLLMENTS SHALL BE GRANTED ON A SPACE AVAILABLE BASIS AT THE REQUESTED SCHOOL.
2. APPLICANTS WHO RECEIVE AN APPROVAL MUST CONFIRM THEIR ENROLLMENT WITHIN TWO WEEKS. ONCE STUDENT BEGINS SCHOOL, THEY MUST REMAIN AT THE REQUESTED SCHOOL FOR AT LEAST ONE SCHOOL YEAR.
3. THE DISTRICT WILL NOT PROVIDE TRANSPORTATION TO A SCHOOL OUTSIDE OF THE ASSIGNED ATTENDANCE AREA. STUDENTS APPROVED ON OPEN ENROLLMENTS DO NOT RECEIVE DISTRICT TRANSPORTATION. THE PARENT/GUARDIAN IS RESPONSIBLE FOR PROVIDING TRANSPORTATION. (FOR DUAL IMMERSION, PLEASE CONTACT THE SCHOOL)
4. MY CHILD IS IN THE FOLLOWING PROGRAM (PLEASE INDICATE BELOW):

Special Ed \_\_\_\_\_ GATE \_\_\_\_\_ ESL \_\_\_\_\_ Resource \_\_\_\_\_ Dual Immersion \_\_\_\_\_
Other \_\_\_\_\_

REASON (This portion MUST be filled out):
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

DISTRICT ACTION: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_ HOLD \_\_\_\_\_ Random # \_\_\_\_\_

REASON FOR DENIAL OR HOLD:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Director of Student Services \_\_\_\_\_ Date \_\_\_\_\_

## **INTERDISTRICT TRANSFERS**

**B.P. 5117**

Request to **go outside** or to **come into** the Pittsburg Unified School District.

The Board of Education recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons.

The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available in the district.

The Superintendent or designee may approve interdistrict attendance agreements with other districts on a case-by-case basis to meet individual student needs.

The interdistrict attendance agreement shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. (Education Code 46600)

## **GUIDELINES FOR INTERDISTRICT REQUESTS**

**A.R. 5117**

1. All requests for Interdistrict agreements shall be submitted to the Superintendent or Designee beginning on April 1<sup>st</sup>, and continue throughout the school year.
2. Interdistrict transfers may only occur when space is available.
3. Interdistrict transfers to another District shall only be granted for unusual and compelling reasons as determined by the Superintendent or Superintendent Designee
4. If the request for an Interdistrict Transfer is denied by the Pittsburg Unified School District Board of Education, the parents have the right to appeal the denial to the County Board of Education and this decision will be binding on both parties. During the appeal, students will remain at their current school.

### **Interdistrict Attendance Transfers (coming in) may be granted for the following reasons:**

1. Junior/Senior privilege
2. Student's completing the highest grade in an elementary or junior high school
3. Work related: An elementary school student, who has one or both parents or legal guardian, employed within the boundaries of that school district.
4. Childcare: Student's childcare is provided by an individual or childcare facility within the boundaries of the requested district
5. Parents/guardians have documented proof of an intended move
6. Special or unusual circumstances which make attendance of a student in school outside his/her area of residence necessary

### **Interdistrict attendance transfers to another district may be granted for the following reasons:**

1. Student has attended requested school in previous years and will complete the highest grade level offered at the requested school.
2. No space exists in required grade level within the district.
3. There is no space available in a class that is required for a graduating senior.

4. Student is required to attend a special education program that is not currently offered in the District.
5. Student who has been a victim of bullying, documented by the school or District.
6. Childcare in requested district.
7. Parent works in the requested district

Every interdistrict attendance permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600)

The Superintendent or designee may deny initial requests for interdistrict attendance agreements if the school's facilities are overcrowded at the relevant grade level and based on other considerations that are not arbitrary. However, once a student is admitted based on child care needs, his/her continued attendance may not be denied because of overcrowding.

The Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

The District may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918.

The District may deny a transfer under the alternative interdistrict attendance program if:

1. The Board determines that the transfer into or out of the district would negatively impact a court-ordered or voluntary desegregation plan of the District
2. The transfer into the District would require the District to create a new program to serve that student.

### **Transportation**

The District shall not provide transportation outside the school's attendance area, unless otherwise required by law or paid for by special program funds.

### **Denial or Revocation of Interdistrict Transfer Requests**

The parent/guardian of a student who is denied a transfer request pursuant to Education Code 46600-46601 shall receive timely notice, in accordance with law, regarding the process for appeal to the County Board of Education. This notice shall be provided by the District denying the request, or in the absence of an agreement between the Districts, by the District of residence.

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

The District may revoke a student's enrollment if he/she is recommended for expulsion pursuant to Education Code 48918, or if the student's attendance, grades and/or behavior do not meet District standards.

The District may deny a transfer under the alternative interdistrict attendance program if:

1. The Board determines that the transfer into or out of the District would negatively impact a court-ordered or voluntary desegregation plan of the District.
2. The transfer into the District would require the district to create a new program to serve that student.

### **Transportation Out of the District:**

The District shall not provide transportation outside the District's attendance area.

**DO NOT USE COPY ONLY,  
FORMS AVAILABLE AT  
STUDENT SERVICES and  
Online**

Office Use Only:

PITTSBURG UNIFIED SCHOOL DISTRICT  
**INTER-DISTRICT TRANSFER REQUEST**

Student Services  
2000 Railroad Ave, Suite D  
Pittsburg, CA 94565

(925) 473-2347  
Fax (925) 439-1650

**For the School Year** \_\_\_\_\_ - \_\_\_\_\_ **New** \_\_\_\_\_ **Renewal** \_\_\_\_\_

**I request permission for my student(s):**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Name of Student (nombre del estudiante) Grade (Grado) Birth Date Name of Student (nombre del estudiante) Grade (Grado) Birth Date

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Name of Student (nombre del estudiante) Grade (Grado) Birth Date Name of Student (nombre del estudiante) Grade (Grado) Birth Date

**Last School Attended:** \_\_\_\_\_ **District/School(s) Requested:** \_\_\_\_\_  
Nombre de la última Escuela a la que asistió Nombre del Distrito y Escuela que está solicitando

**Name of Parent/Guardian** \_\_\_\_\_  
Nombre del los Padres/Tutores Legales

**Address** \_\_\_\_\_  
Dirección Street Apt # City Zip Code

**Home Phone Number** \_\_\_\_\_ **Work/Cell** \_\_\_\_\_  
Nº de teléfono en el hogar Nº de trabajo/celular

**Is discipline action pending on child?** \_\_\_\_\_ Yes \_\_\_\_\_ No **Student in Special Education Program?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
¿Existe una acción disciplinaria pendiente? ¿Recibe Educación Especial?

**Reason for Request: Verification MUST be attached for all requests.**

- 1. Student had attended the requested district in the previous school year
- 2. Parent/ Guardian works within the requested district.
- 3. Family Court or Foster Child.
- 4. Student goes to local childcare or professional childcare
- 5. Student is moving in to the requested district (Final Escrow papers must be provided).
- 6. Other: \_\_\_\_\_

**I have read and understand the following:**

- **Reapplication must be made annually.**
- Transfer agreements are subject to revocation for any student whose **grades, behavior and/or attendance** fails to meet the receiving District's standards.
- Transportation **must be** provided by parent/guardian.
- **High School Students:** An Interdistrict Transfer **may affect athletic eligibility.** Students must be enrolled for a period of 180 school days before being eligible to participate in athletic activities. Check with school principal.

I declare that the information contained in this contract is true, and I agree that any falsification of information invalidates this request.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>ACTION:</b>	___ Preference or convenience not valid reason for transfer
<b>APPROVAL</b>	___ Does not meet Board Policy
<b>DENIAL</b>	___ Education can be provided by District of Residence
	___ Over District Quota Policy to Leave
	___ Without exchange of IPSU/Funds
	___ Other _____
Director of Student Services _____	Date: _____

<b>APPROVED</b>	Authorized Signature _____	<b>Receiving District</b>	Date: _____
<b>DENIED</b>	Reason for Denial _____		

## **SECTION G**

### **STUDENT CONDUCT & DISCIPLINE**

#### **CONDUCT AND DISCIPLINE**

The responsibility for fostering desirable standards of conduct in the Pittsburg Unified School District is shared by the Board of Education, administrators, teachers, support personnel, parents, and students alike. The Board of Education has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of students and school staff.

#### **STUDENTS AND STAFF**

All students are required to pursue the prescribed course of study, to comply with the policies and rules of the school and the district, and to follow the directions of teachers and other staff while attending school or at school-related activities. The District adheres to the principle that the best discipline is self-discipline.

All school personnel have the responsibility of fostering respect for authority and compliance with school and District policies. School staff members are responsible for maintaining a safe and orderly environment, and may take such disciplinary actions as are specified in the education code, school rules and district policies.

#### **DISCIPLINE & BEHAVIOR**

In order to help students understand what is expected of them and what consequences follow from violation of the rules, all schools have developed a code of behavior. The Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques such as Restorative Justice whenever possible.

When misconduct occurs, staff shall implement Restorative Justice practices, appropriate discipline, and attempt to identify and address the causes of the student's behavior. Restorative Justice practices will be used after a disciplinary incident has occurred. The purpose of Restorative Justice practices is to repair harm and to restore a severed relationship between a victim and a perpetrator. The Pittsburg Unified School District Restorative Justice approach will focus on mutual respect and appreciation; a belief in people's ability to resolve their own problems when given time, support, and a chance to tell their story; acceptance of diversity; and an inclusive approach to problem-solving so that the feelings, needs and views of everyone in a given community are taken into account.

It should be noted that certain offenses or a combination of offenses may lead to expulsion or transfer to another school if other means of correction fail to bring about a change in behavior or if the student's presence on campus constitutes a danger to others. Standards for student behavior apply to school hours, to school sponsored events on or off campus, and to incidents which may occur on the way to or from school.

The Superintendent or Designee shall also provide written notice of the District school-wide rules and Restorative Justice practices related to discipline to students transferring into the District at the time of their enrollment in the district.

Ed Code 48900(s) A student may be suspended or expelled for acts that are under in section 48900 and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school-sponsored activity.

## **SCHOOL RULES**

School discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. In developing these rules and procedures, each school shall solicit the participation, views, and advice from parents/guardians, staff, students and administrators.

Meetings for the development of the rules and procedures should be facilitated by the school and held during non-classroom hours, and on normal school days.

The final version of the rules and procedures for school discipline with attendant regulations shall be adopted by a panel comprised of the principal of the school, or his/her designee, and a representative selected by classroom teachers employed at the school.

It shall be the duty of each employee of the school to enforce the rules and procedures for school discipline adopted under this section.

The schools are currently implementing Restorative Justice practices and school-wide rules commonly known as the 3Be's – Be Safe, Be Respectful, Be Responsible.

## **DISTRICT SCHOOL DISCIPLINE PLAN**

The District utilizes Restorative Justice and a progressive discipline plan. The number of interventions that each teacher shall use before removing a child from the classroom and referring that child to the principal will depend on the infraction.

Please refer to the following Student Misbehavior and Progressive Disciplinary Action Chart and the "K" Progressive Chart for more information.

## **DEFINITIONS OF TERMS**

### **On-Campus Suspension (OCS)**

On-Campus Suspension is an alternative to regular school suspension. The student is excluded from one or more classes and passing periods. The student reports to the OCS supervisor at school and is expected to do regular classroom work during the time spent in OCS. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law;
2. The student shall have access to appropriate counseling services;
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension;
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

### **On-Campus Detention**

This is held in a two-hour block, from 3:00 p.m. to 5:00 p.m. for students who are late to class. Students can attend in lieu of suspension and without losing valuable school time.

### **Work Detail/Community Service**

Students may be assigned work detail for certain minor rule violations (littering, defacement of school property, etc.). (Education Code 48900 (f) through (m))

### **Unauthorized Electronic Equipment**

All electronic equipment such as cell/smart phones, digital recorders, iPods, MP3 players and portable game systems used without prior approval of school staff may be confiscated. The School and/or District are not responsible for any electronic devices brought to a school site.

### **Smartphones and Other Mobile Communication Devices**

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 -Search and Seizure.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.

The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.

### **Community Service**

### **Ed Code 48900.6**

As part of or instead of disciplinary action, the Board of Education, Superintendent, Principal or Principal's Designee, may at his/her discretion, use Restorative Justice practices requiring a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds during nonschool hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs.

## **Recess Restriction**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior which is in line with Restorative Justice practices, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.

## **Suspension from School**

**Ed Code 48925**

Suspension is the temporary removal from ongoing instruction of a student from regular classroom activities or from school. Suspensions are not to extend beyond five (5) consecutive school days. Suspension for students considered for expulsion may be extended beyond five (5) consecutive school days by the Superintendent or his/her Designee, after inviting the parents to participate in a meeting regarding the extension of the expulsion. (Education Code 48911)

## **Teacher Suspension & Detention**

**Ed Code 48910**

For disciplinary reasons, a teacher may:

1. Suspend a student from his/her class for the day of the offense and the next day. Teachers are required to schedule parent conferences if they take this action.
2. Detain a student in school for disciplinary or other reasons for one hour after the close of the maximum school day.

A student for whom the District provides transportation to school may be required to remain at school to participate in approved activities until the departure of the student in the vehicle to which he/she has been assigned.

## **Knife**

Under Education Code 48915(a) (expulsion) a knife is defined as 1) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing or 2) a knife with a blade longer than 3 ½" or 3) locking blade knife, or 4) a razor with an unguarded blade.

Education Code 48900(suspension) doesn't define "knife." Penal Code 626.10 specifies a 2½" blade as a knife.

## **Firearm**

Under Education Code 48900 (suspension) a firearm includes an "imitation firearm" - i.e. a facsimile that is substantially similar to an existing firearm.

Under Education Code 48915(c) (mandatory expulsion) the Ed Code doesn't provide a definition. However, Penal Code, Section 12001(b) defines a firearm as any device designed to be used as a weapon from which a projectile is expelled through a barrel by the force of an explosion or other form of combustion.

## **Controlled Substance**

As listed in Chapter 2, Division 10 of the Health & Safety Code, Section 11056 et seq: the exhaustive list includes: stimulants, depressants, barbiturates, narcotics and anabolic steroids.

## **Serious Physical Injury**

Serious physical injury under Penal Code 243 means a serious impairment of physical condition including, but not limited to the following: loss of consciousness, concussion, bone fracture, wound requiring extensive suturing or serious disfigurement.

## **Robbery**

Robbery (Penal Code 211) is the taking of personal property of another from his person or immediate presence, and

against his will accomplished by means of force or fear.

**Personal Property**

Personal items brought to school are the student's responsibility. The school will not replace lost or stolen items.

**Extortion**

Extortion under Penal Code 518 is defined as: obtaining property from another, with consent, that is induced by a wrongful use of force or fear.

The Pittsburg Unified School District Board of Education takes very seriously its charge to provide safe and peaceful school learning environments.

## GROUNDS FOR DISCIPLINARY ACTION, SUSPENSION AND EXPULSION

Students are subject to disciplinary action when involved in any of the following acts at school or at a school sponsored activity:

### Education Code:

- 48900.a.1 Caused, attempted or threatened to cause physical injury.
- 48900.a.2 Willfully used force or violence, except in self-defense.
- 48900.b Possession of a weapon or dangerous objects.
- 48900.c Possessed, used, sold, furnished a controlled substance or an alcoholic beverage.
- 48900.d Offered, arranged, or negotiated to sell any controlled substance and then provided a replica substance.
- 48900.e Attempted or committed robbery/extortion.
- 48900.f Attempted or caused damage to school/private property.
- 48900.g Attempted or stole school/private property.
- 48900.h Possessed or used tobacco products.
- 48900.i Committed an obscene act or engaged in habitual profanity or vulgarity.
- 48900.j Possession of, offered, arranged, or negotiated to sell drug paraphernalia.
- 48900.l Knowingly received stolen school/private property.
- 48900.m Possession of an imitation firearm (replica, look-alike).
- 48900.n Committed or attempted a sexual assault or battery as defined by Penal Code.
- 48900.o Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that pupil for being a witness, or both.
- 48900.p Unlawfully offered, arranged, negotiated or sold the prescription drug Soma.
- 48900.q Hazing. Engaged in, or attempted to engage in hazing.
- 48900.r Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- 48900.2 Committed sexual harassment as defined in EC 212.5 (**Grades 4-12 only**)
- 48900.3 Caused, attempted or threatened to cause, or participated in an act of hate violence as defined by EC 33032.5. (**Grades 4-12 only**)
- 48900.4 Engaged in harassment, threats, intimidation against a pupil or pupils, which disrupted classwork, created substantial disorder, invaded rights of students by creating an intimidating or hostile environment. (**Grades 4-12 only**)
- 48900.5 Suspension shall only be imposed when other means of correction fail to bring about proper conduct unless the principal determines that the pupil violated Ed. Code 48900 a-e or that the pupil's presence causes a danger to persons.
- 48900.7 Made terrorist threats against school officials or school property.

## STUDENT MISBEHAVIOR AND PROGRESSIVE DISCIPLINARY ACTION CHART

The following chart indicates the types of disciplinary action that apply to each type of misbehavior. This chart is intended to assist staff in maintaining consistent student discipline. Disciplinary Action will depend on severity of offence. If pupil's presence causes a danger to other persons the student may be automatically suspended or removed. ☎ Indicates law enforcement MUST be notified pursuant to E. C. 48902, P.C. 245, P.C. 626.9 or 626.10 - \* May recommend expulsion- Refer to page 59

SEQUENCE OF ADMINISTRATIVE DISCIPLINARY ACTION					
Problem Area	AERIES	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Intentionally Causing Serious Physical Injury <b>48900(a.1), 48915(a.1)</b> ☎	1 66	Suspension, Parent Conference (PC) Expulsion *			
Fighting / Battery / Assault (Willful use of force / violence on another person except in self-defense) <b>EC 48900(a.1)(a.2) 48915(a.1)</b> ☎	2 66	Parent Conference (PC) Conflict Resolution (CR) 3-5 Day Susp. May Recommend Expulsion*	Conflict Resolution 5-Day Susp.	Conflict Resolution May Recommend Expulsion *	Expulsion
Caused /Attempt or Threaten Physical Injury <b>48900(a.2)</b>	1	3-5 Day Sus. Individual Counseling (IC)	5-Day Susp. Ind Couns IC)	Expulsion *	
Assault or Battery – Staff Directed <b>EC 48900.4 48915(a.5)</b> ☎	1 70	Suspension May Recommend Expulsion *			
Weapons or Items used as weapons - possessed, sold or furnished <b>EC 48900(b)</b> Possess Knife <b>48915(a.2)</b> , Firearm <b>48915(c.1)</b> , Brandishing Knife <b>48915(c.2)</b> ☎ Possessing an explosive <b>48915(c.5)</b>	3 67, 71 72 79	Suspension Suspension, Expulsion * Expulsion * Expulsion *			
Alcohol / Drugs-Use, Possession, Furnished, Under Influence <b>48915(a.3)</b> ☎	68	5-Day Susp. School Counseling Suspension	Expulsion		
Drugs / Alcohol (Unlawfully offered, arranged, or negotiated to sell) <b>48915(c.3)</b> ☎ 48900(c) Selling Replica Substance <b>48900(d)</b>	73 5	Expulsion * Suspension			
Robbery or Extortion <b>EC 48900(e) 48915(a.4)</b> ☎	6 69	Suspension Expulsion *			
Arson <b>EC 48900(f)</b> ☎	7	Suspension/Expulsion * Student's presence causes danger (PP)			
Burglary (Break-in & Enter) <b>EC 48900(g) 48915(a.4)</b> ☎ <b>&gt;\$100 &lt;=\$50 &gt;\$50</b>	8 9 10	Student's presence causes danger (PP) Suspension/Expulsion			
Damage School Property, Books, graffiti & vandalism, etc. <b>EC 48900(f)</b>	7	Com. Services (CS) Restorative Justice (RJ)	Com. Services (CS) Restorative Justice (RJ) 1-3-Day Sus	Restorative Justice (RJ) 5 Day Suspension	
Theft / Or Attempted to steal - School/Private Property <b>EC 48900(g)</b> ☎	8, 9, 10	Students presence causes danger (PP) 3-5 Day Susp. Restitution	Expulsion Restitution		
Tobacco-Possession or Use <b>EC 48900(h)</b>	11	Write Essay (WE), Individual Counseling (IC), Parent Conf (PC)	Parent Conf (PC) Comm Service (CS)	Stu Serv Counsel (SSC) Health Referral (HR) Comm Serv increase (CS)	1-3 day Suspension
Profanity; Verbal Abuse; Obscenity <b>EC 48900(i)</b> (if threat see a.1)	12	Write Essay (WE), Reteach 3 B's (R3B), Ind Couns. (IC), Telephone Parent Conference (TPC)	Restorative Justice (RJ), Ind. Couns (IC), Parent Conference (PC)	Parent Attends Class (PAC), Stu Serv Couns (SSC), Comm Serv. (CS)	5 Day Suspension.
Drug Paraphernalia – Possession (Unlawfully offered, arranged or negotiated to sell) <b>EC 48900(j)</b> ☎	13	Research Paper (RP), Ind. Couns (IC), Campus Beautification (CB), Telephone Parent Conference (TPC)	Parent Conference (PC), Com Serv (CS), Referral Outside Agency (ROA)	3- Day Suspension Stu Serv Couns (SSC)	5 Day Sus Referral Outside Agency(RO A)
Defiance of Authority / Disruption of School <b>48900(k)</b>	14	SEE "K" CHART			
Knowingly Receive Stolen Property-School/Private <b>EC 48900(l)</b>	15	Parent Conf (PC) Ind. Couns (IC) Write Apology Letter (WAL), Behavior Contract (BC), Restorative Justice (RJ)	Restorative Justice (RJ), Stu Serv Couns (SSC), 3-5 day Susp	Restorative Justice (RJ), Stu Serv Couns (SSC), 5 Day Suspension	
Possession of Imitation Firearm <b>EC 48900(m)</b>	16	Write Essay (WE), Reteach 3 B's, Parent Conference (PC), Ind Couns(IC)	3-5 Day Susp	Expulsion	
Sexual Assault <b>EC 48900(n)</b> <b>48900.2 48915(c.4)</b> ☎	17 19 74	3- Day Susp. Pupil's Presence Causes Danger (PP) Expulsion			
Harassment and/or Hazing/Intimidating <b>EC 48900(o), 48900(q)</b> 48900.4 Bullying <b>EC 48900.r</b>	81 22, 92	Student's Presence Causes Danger (PP) 1-Day Susp. OCS Parent Conference (PC)	3-Day Susp.	5-Day Susp.	Expulsion
Hate Violence - <b>EC 48900.3. Hate Crime-PC 11411</b> ☎	20	Student's Presence Causes Danger (PP) 5-Day Susp.	Expulsion		
Terrorist Threats <b>EC 48900.7</b> ☎	89	Student's Presence Causes Danger (PP) Expulsion			
Threaten Use of Weapon <b>EC 48915(a.2)</b> ☎	67	Student's Presence Causes Danger (PP) 3-5 Days Susp.	Expulsion		

## The “K” Progressive Chart

Below is recommended progressive discipline for each identified behavior. This is not a complete list of reasons for which students may experience discipline. Each school may have its own consequences for these violations. Disciplinary Action will depend on severity of offense. If pupil’s presence causes a danger to other persons the student may be automatically suspended. Students in grades k-12 will not be suspended for incidents that fall under education code 48900(k) as of September 29, 2022.

SEQUENCE OF ADMINISTRATIVE DISCIPLINARY ACTION						
Problem Area	AERIES	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Cheating (Oral or Written) <b>EC 48900(k)</b>	AU	Reteach 3B’s (R3B), Telephone Parent Conf(TPC)	Write Essay (WE), Telephone Parent Con(TPC)	Conf (PC)	Stu Serv Conf (SSC)	Stu Serv Conf (SSC)
Defiance/Disruption of School While in Detention (OCS) <b>EC 48900(k)</b>	AG	Reteach 3B’s (R3B), Tel Parent Conf (TPC)	Write Essay (WE), Parent Conf(PC), Campus Beaut (CB)	Conf (PC)	Stu Serv Conf (SSC)	SARB (SRB)
Failure to Leave Classroom or OCS - When Requested by Staff Member <b>EC 48900(k)</b>	AH	Reteach 3B’s (R3B), Restorative Justice (RJ), Tel Parent Conf (TPC)	Write Essay (WE), Parent Conference (PC)	Parent Conference (PC)	Stu Serv Conf (SSC)	
Failure to Report to Administrator’s Office or OCS when sent <b>EC 48900(k)</b>	47	Reteach 3B’s (R3B), Restorative Justice (RJ), Tel Parent Conf (TPC)	Write Essay (WE), Parent Conference (PC)	Parent Conference (PC)	Stu Serv Conf (SSC)	
Leaving School/Class Without Permission <b>EC 48900 (k)</b>	AD	Reteach 3B’s (R3B), Tel Parent Conf (TPC)	Parent Conf (PC), Write Apology Letter (WAL)	Parent Conf (PC)	Stu Serv Conf (SSC)	
Forgery <b>EC 48900(k)</b>	AL	Reteach 3B’s(R3B), Write Essay (WE), Restorative Justice(RJ), Tel Parent Con PC	Parent Conf (PC)	Parent Conf (PC)	Stu Serv Conf (SSC)	
Gambling <b>EC 48900(k)</b>	AK	Reteach 3B’s (R3B), Restorative Justice (RJ), Tel Parent Conf (TPC),	Comm Serv (CS), Parent Conf (PC)	Parent Conf (PC)	Stu Serv Conf (SSC)	
Violation of Restroom Privileges <b>EC 48900(k)</b>	AI	Reteach 3B’s (R3B), Campus Beautification (CB), Tel Parent Conf (TPC)	Write Essay (WE), Campus Beaut (CB), Tel Parent Conf (TPC)	Regular Check Ins Office (RCO), Parent Conf (PC), Campus Beaut(CB)	Regular check ins Office (RCO), Stu Serv Conf (SSC)	
Misbehavior on School Bus <b>EC 48900(k) and Handbook</b>	AM	Reteach 3B’s (R3B) Pupils Presence Causes Danger to others (PP) Transportation Dept. handles bus discipline; Continued misconduct may result in student being removed from bus transportation.				
P.E. <b>EC 48900 (k)</b>	AN	1st-3rd Non-Suit Reteach 3B’s (R3B), Tel Parent Conf (TPC)	4 <sup>th</sup> Non-Suit Letter to Parent , Tel Parent Conf(TPC), Ind Couns (IC)	Comm Serv (CS), Campus Beautification (CB) Mentor (MEN)		
Tardiness <b>EC 48900(k)</b> to class (secondary) to school (elementary)	AQ AR	Reteach 3B’s (R3B) , Letter to Parent (LP)	Letter to Parent (LP), Ind Couns (IC)	Letter to Parent (LP), SART (SRT), Write Essay (WE)	SARB (SRB)	
Truancy <b>EC 48900(k)—to school</b>	AT	“(R3B), (LP)	“(LP), (IC)	“(LP), (SRT), (WE)	SARB (SRB)	
Truancy <b>EC 48900(k) – to class</b>	AS	“(R3B), (LP)	“(LP), (IC)	“(LP), (SRT), (WE)	SARB (SRB)	
Defiance of Authority/Disruption of School Activities <b>EC 48900(k)</b>	AA	Reteach 3B’s (R3B), Tel Parent Conf (TPC)	Write Essay (WE), Parent Con(PC), Campus Beaut(CB)	Parent sit in Class 2 days	Stu Serv Conf (SSC)	SARB (SRB)
Electronic Devices on campus/in class	AP	Reteach 3B’s (R3B), Tel Parent Conf (TPC), Object Returned to Parent (ORP)	Object Confiscated (OC) – Keep for 1 month	Object Confiscated (OC)- Keep for Rest of Semester	The School and/or the District are not responsible for any electronic devices brought to a school site.	
False Fire Alarm & 911 Calls <b>EC 48900(k)</b>	84	Student poses danger (PP), Parent Conf (PC)	Student poses danger (PP) , Stu Serv Conf SSC)	SARB (SRB)		
Inappropriate Dress-See <b>Board Policy 5132</b> and <b>Student Handbook EC 48900(k)</b>	AB	Reteach 3B’s (R3B), Send home to change (SH) , Tel Parent Conf (TPC)	Send home to change (SH), Parent Conference (PC)	Write Essay (WE), Campus Beaut (CB), Reg Check ins w/Staff (RCI), Parent Conf (PC)	Reg Check ins w/Staff (RCI), Ind Couns (IC)	Stu Serv Conf (SSC)
Running away from school authorities <b>EC 48990(k)</b>	AV	Student poses danger (PP) Write Essay (WE)	Student 1 poses danger (PP), Parent Conf (PC)	Student poses danger (PP) Stu Serv Con (SSC)	Student poses danger (PP) Stu Serv Conf (SSC)	
On another School Campus <b>EC 48900(k)</b>	AR	Student poses danger (PP) Write Essay (WE)	Student poses danger (PP), Parent conf (PC)	Student poses danger (PP) Stu Serv Conf (SSC)		
Inappropriate/unauthorized use of computers or other technology. <b>EC 48900(k)</b>	AW	Tel Parent Conf (TPC), Write Essay (WE), Loss of Computer Privileges (LC)	Follow Technology Use Agreement (other violations may be considered/charged depending on circumstances of incident)			

## **EXPULSIONS**

Under Education Code 212.5, 48900 and 48915, students involved in any act of misconduct listed as grounds for suspension or expulsion may be suspended or expelled from school.

### **Mandatory Suspension and Expulsion Recommendation/Mandatory Expulsion**

**I.** Principal/Superintendent shall immediately suspend and recommend expulsion, and governing board shall expel, for any of the following acts committed at school or at a school activity off school grounds.

- Possessing, selling, or furnishing a firearm: Possession must be verified by district employee; this subdivision does not apply if student had written permission to possess firearm from certificated employee, Ed Code 48915(c.1);
- Brandishing a knife at another person: As defined in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; a weapon with a blade longer than 3-1/2 inches; a folding knife with a blade that locks into place; or a razor with an unguarded blade, Ed Code 48915(c.2);
- Sale of drugs: Participate in unlawful selling of a controlled substance (drugs) at school; AB 2537 allows the Principal or Superintendent the ability to not recommend expulsion if he/she determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, Ed Code 48915(c.3);
- Committing or attempting to commit sexual assault or committing sexual battery, Ed Code 48915 (c.4);
- Possession of an explosive: As defined in this section, “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code, Ed Code 48915(c.5).

Expulsion Time: One year from date of expulsion, approved by the Board of Education.

### **Mandatory Expulsion Recommendation/Discretionary Expulsion**

**II.** Principal/Superintendent shall recommend expulsion, unless inappropriate under the circumstances, for any of the following acts committed at school or at a school activity off school grounds:

- Causing serious physical injury (except in self defense) Ed Code 48915(a.1);
- Possession of any knife or other dangerous object, Ed Code 48915(a.2);
- Possession of drugs (except for first offense of possession of not more than one ounce of marijuana), Ed Code 48915(a.3);
- Robbery or extortion, Ed Code 48915(a.4);
- Assault or battery upon a school employee, Ed Code 48915(a.5).

The governing board may expel for these violations, but only on finding:

1. That other means of correction are not feasible or have failed in the past; or
2. That, due to the nature of the act, the student’s presence creates a continuing danger to the physical safety of the student or others. Education Code 48915(b1), (b2)

Expulsion Time: For the remainder of semester and next semester, approved by the Board of Education.

A student may be expelled from school only by action of the Board of Education. When expulsion is recommended, an Administrative Hearing Panel is convened to review the case and determine if there are sufficient grounds for expulsion. The student and his/her parents are notified of their rights, which include their right to appear before the Administrative Panel and present evidence and witnesses on the student’s behalf, the right to confront witnesses against the student and the right to be represented by counsel (parent’s choice). The Administrative Hearing Panel’s findings and recommendations are submitted to the Board of Education through the Superintendent or designee.

## **NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES**

Prior to the suspension or expulsion of any student, the Principal or Designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245 (Education Code 48902)

The Principal or Designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10 (Education Code 48902)

Within one school day after a student's suspension or expulsion, the Principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

## **SELF-DEFENSE AND FIGHTING**

From time to time, students may have disagreements, which result in physical interactions. Any student involved in an exchange of blows **WILL BE SUSPENDED FOR FIGHTING**, regardless of who/what precipitated the exchange of blows. When blows are exchanged, this is a fight. Self-defense is the act of pushing away, holding off the aggressor, or otherwise avoiding the physical altercation. Please understand that if you encourage your student to "hit back" and he/she does, he/she **WILL BE SUSPENDED**. Hitting back is not self-defense, it is fighting. Encourage your student to resolve conflicts peacefully, find an adult to help, or talk to an adult at the school for assistance.

## **SURVEILLANCE SYSTEMS**

The Board believes that reasonable use of surveillance cameras will help the District achieve its goals for campus security. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy.

The Superintendent or Designee shall also provide prior written notice to students and parents/guardians about the District surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

## **PARENTS/VISITORS ON SCHOOL CAMPUSES**

The Board of Education encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent of designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Board Policy 1250)

Unless otherwise directed by the principal, a staff member shall accompany visitors while they are on school grounds.

#### Sign in/Registration Procedures

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information

- Proof of Identity
- Purpose for entering the school
- Other information consistent with the provisions of law.

The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students or employees.

Parents/Visitors should be advised of possible consequences:

- Willfully disrupting a public school or any public school meeting constitutes an unlawful misdemeanor, punishable by law, and may carry a fine up to five hundred dollars (\$500). (Education Code 32210).
- These rules also apply at any location where a school employee is required to be while acting in the course of his/her duties. Visitors who "materially disrupts class work, extracurricular activities, creates or is involved in substantial disorder" may be guilty of a misdemeanor. (Education Code 44811).
- Persons who unlawfully fight within a building or upon the grounds of any school or challenges another person within any building or upon the grounds to fight, may be guilty of a misdemeanor. (Penal Code 415.5)
- Persons who maliciously and willfully disturb another person within any of these buildings or upon the grounds by loud and unreasonable noise, may be guilty of a misdemeanor. (Penal Code 415.5)
- Persons that use offensive words within any of these buildings or upon the grounds, which are inherently likely to provoke an immediate violent reaction, may be guilty of a misdemeanor. (Penal Code 415.5)

#### **Volunteering**

Any parent/guardian or family member that is interested in volunteering at a school site or on field trips, who will be working with students, will need to be cleared by the Human Resources department. To ensure the safety of our students the District is requiring a Recommendation/Authorization (provided by the school), fingerprint clearance (Livescan) and a current TB clearance (within 6 months). Please see the detailed volunteer information at the back of the handbook. **Please see form on page 100 for additional information.**

## **THE ACT OF HATE /VIOLENCE**

It is the intent of the Pittsburg Unified School District to create a school environment in which students and staff will be free from discriminatory attitudes and practices and acts of hate/violence. A student may be suspended from school or recommended for expulsion if it is determined that the student has intentionally made terroristic threats against a student, school officials or school property. (Education Code 48900.7)

## **BULLYING IS PROHIBITED**

It is the responsibility of each person on the school campus to respect the personal dignity of others. Pittsburg Unified School District expects all members of the district to demonstrate a basic generosity of spirit that precludes expressions of bigotry or bullying.

### **What is Bullying?**

Bullying in its truest forms is repeated intentionally cruel incidents, involving the same students, in the same bully and victim roles. This does not mean that in order for bullying to occur there must be repeat offenses. Bullying can consist of a single interaction.

### **Types of Bullies:**

1. **Physical Bully:** This includes hitting or kicking the victim, or taking or damaging the victim's property.
2. **Verbal Bully:** This type of bully uses words to hurt or humiliate another person. Verbal bullying includes name-calling, insulting or making racist, religious, or sexual gender comments.
3. **Relationship Bully:** These bullies try to convince their peers to exclude or reject a student or group and cut the victims off from their social connections. This bullying is linked to verbal bullying and usually occurs when students (most often females) spread nasty rumors about others or exclude an ex-friend from the peer group.
4. **Cyberbully:** Cyberbullying includes sending or posting harmful material or engaging in other forms of social aggression using the internet or other digital devices. Cyberbullying can happen 24/7.

#### Types of cyberbullying:

- Flaming: online fights with angry language
- Harassment: repeatedly sending mean or insulting messages
- Denigration: sending gossip, rumors
- Outing: sharing secrets, embarrassing info
- Trickery: tricking someone into sharing secrets
- Impersonation: pretending to be someone else, while posting damaging material
- Exclusion: cruelly excluding someone
- Cyberstalking: intense harassment that includes threats and creates fear
- Sexting: sexually explicit photos or materials that may be sent to others

**As soon as staff hears a report, a complaint, or even a rumor about discrimination, harassment, intimidation, or bullying an investigation will start.**

## **HARASSMENT**

The definition of harassment is conduct which annoys, threatens, intimidates, or causes fear in another person. It is unwanted behavior that offends, demeans, or threatens another person. The behavior causes a hostile environment. It can include derogatory comments, slurs, improper propositions, assault, physically impeding or clocking behavior as well as visual insults. More severe, Human Rights, perceived difference, race, color of skin, religion or disability.

## **SAFE PLACE TO LEARN ACT- ED CODE 234**

(b) it is the policy of the State of California to ensure that all local educational agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools and communities.

## **Procedure for Students Who May Pose a Threat of Violence**

As soon as a threat or threatening behavior is reported, an approved site team will gather all the necessary information about the student involved and the threatening situation.

The team will gather the following information from school records, interviewing the student, teachers, parents, witnesses, and other students:

- Details and facts of the situation;
- Information about the student, including background, behavioral history, academic performance, access to weapons, personal difficulties, grudges, and current relationships;
- Information about specific threats, including whether the student said he would injure himself or others; and
- Motives of the student in making the threat.

After all the information is gathered, the assessment team will review and make a recommendation. If the assessment team concludes that a student may pose a genuine threat, the matter will be referred to the police for further investigation, and school consequences will be imposed.

## **SEXUAL HARASSMENT**

## **Board Policy 5147.7**

The Board of Education has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community. PUSD, as a district, is determined to serve the identified needs of all its students as part of its commitment to both equity and providing rigorous learning opportunities to all students to assist them to achieve their highest potential. Following a data driven and results-based approach, the Governing Board supports a cycle of inquiry approach of continual improvement. The program update to the Board will be guided by the cycle of inquiry and the essential questions: What is the need? What are the goals? What are we using to measure progress? What are the results?

The Board of Education is committed to maintaining an educational environment that is free from discrimination, harassment, intimidation and bullying. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the districts primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

#### Disciplinary Measures

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

### Confidentiality and Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

### **SEXUAL HARASSMENT: DEFINITIONS**

**Ed Code. 231.5**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the school or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's well being, academic status, social standing, group inclusion, or employment.
2. Submission to or rejection of the conduct by a student is used as the basis for academic or employment decisions affecting a student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for the student.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment includes, but is not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposefully cornering or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

In addition to the reasons specified in Ed Code 48900, Ed Code 48900.2 specifies that a student may be suspended from school or recommended for expulsion if the Superintendent or Principal of the school in which the student is enrolled determines that the pupil has committed sexual harassment as defined in Ed Code 231.5.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition of sexual harassment. Such determination shall be made from the perspective of a "reasonable person" of the same sex as the victim.

## **K-8 MANDATORY SCHOOL UNIFORM POLICY**

**BP 5132(b)**

The governing Board believes that appropriate dress and grooming contributes to a productive learning environment. The Board recognizes that in order to promote student safety and discourage theft, peer rivalry and/or gang activity the Board may wish to establish a dress code requiring students to wear uniforms. Such a dress code shall be included as part of each school's safety plan. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students and maintain a positive school climate.

When the plan to require uniforms is adopted, the Superintendent or Designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policies. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183) The school shall establish guidelines identified in the school dress code and school safety plan provisions whereby parents/guardians may choose not to have their children comply with an adopted school uniform policy which is contrary to their beliefs and/or exceptions deemed appropriate by the Principal. The Superintendent or Designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. **Uniforms are generally a white collared top (i.e. polo shirts) and navy blue bottoms (i.e. pants, shorts, skirts, jumpers). No jeans. Jackets should be solid navy blue, black, gray or white. Each school may require more specific attire. If you have any questions, please contact your student's school.**

## **DRESS CODE**

The Governing Board believes that appropriate dress and grooming contribute to a safe and productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction which would interfere with the educational process. Please remember when purchasing school attire that school is a learning institution, not a fashion show.

The following guidelines shall apply to all regular school activities:

1. Shoes/foot coverings must be worn at all times, and must be safe and appropriate for the activities in which the student is engaged. For example, athletic shoes must be worn for PE, closed toe shoes for shop classes, etc. Sandals must have heel straps. Flip flops and slippers are not acceptable.
2. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
3. Clothing must be worn which is appropriate for school and not a health/safety hazard or disruptive to the educational process. The following are considered inappropriate: short shorts (e.g. running-style shorts), spandex bicycle-pants, strapless tops and bare midriffs, and any other clothing that reveals underwear or excessive skin.
4. Clothing worn for P. E. participation may not be worn to other classes.
5. Hats, baseball caps, shower caps, wave caps, hairnets, bandannas and other head coverings shall not be worn indoors.
6. Hair shall be clean and neatly groomed. Rollers are not permitted.
7. Sunglasses, unless required for medical reasons, may not be worn in the classroom.
8. Gang symbols, apparel, jewelry, accessories, notebooks or manner of grooming which by virtue of their color, arrangement, trademark or any other attribute, denotes membership in gangs, advocates drug use, violence, or disruptive behavior are prohibited.

Students inappropriately attired or lacking in personal cleanliness may be sent home for correction of the problem or provided with temporary garments by the school. The final judgment of appropriateness rests with school staff.



**SECTION H**  
**PITTSBURG UNIFIED SCHOOL DISTRICT**  
2000 Railroad Ave ▪ Pittsburg ▪ California ▪ 94565

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**ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The Pittsburg Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Pittsburg Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Accommodation for Pregnant and Parenting Pupils, Adult Education, After School Education/Safety, Agricultural Career Technical Education, Career Technical/Technical Education; Career Technical; Technical Training, Career Technical Education, Child Care and Development, Compensatory Education, Course Periods without Educational Content, Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district and Children of Military Families, Every Student Succeeds Act, Local Control and Accountability Plans (LCAP), Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations to a Lactating Pupil, Regional Occupational Centers and Programs, School Plans For Student Achievement, School Safety Plans, School Site Councils, State Preschool, State Preschool Health and Safety Issues in Pittsburg Unified School District's Exempt From Licensing. The UCP process will also be used when addressing complaints alleging failure to comply with the prohibition against requiring students to pay fees or other charges for participation in educational activities (pupil fees complaint shall be filed no later than one year from the date the alleged violation occurred), and to investigate any complaint alleging that the district has not complied with the legal requirements related to the Local Control Accountability Plan (LCAP). Pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

Complaints must be filed in writing with the following compliance officer:

Name and Title of Compliance Officer: Jennifer Clark, Director of Student Services  
Address: 2000 Railroad Avenue, Pittsburg, CA 94565  
Telephone Number: (925) 473-2346

The Pittsburg Unified School District shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. The notice shall include complaint process information, as applicable.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to California Health and Safety Code (HSC) Section 1596.7925, a notice shall be posted in each California state preschool program classroom in each school in the Pittsburg Unified School District. The notice shall (1) state the health and safety requirements under 5 CCR that apply to California state preschool programs pursuant to HSC Section 1596.7925 and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to HSC Section 1596.7925.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) calendar days from the receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant. The district person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. The complainant has a right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include a copy of the complaint filed with the district and a copy of their decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Pittsburg Unified School District's UCP policy and complaint procedures shall be available free of charge.

## SECTION I

### TECHNOLOGY

#### **INSTRUCTIONAL STUDENT USE OF TECHNOLOGY RESOURCES** **AR 6162.7 (a)**

At the beginning of each school year, parents/guardians shall receive a copy of the District's policy and administrative regulations regarding access by students to the Internet and online sites. (Education Code 48980). (*cf.* 5145.6 – *Parental Notifications*)

The Principal or Designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper use.

(*cf.* 0440 – *District Technology Plan*)

(*cf.* 4040 – *Employee Use of Technology*)

(*cf.* 4131 – *Staff Development*)

(*cf.* 4231 – *Staff Development*)

(*cf.* 4331 – *Staff Development*)

(*cf.* 61627 – *Use of Technology in Instruction*)

#### **Copyrights**

Staff shall strictly observe copyright laws related to computers and educational technology. A designated employee shall ensure that software is used and duplicated in accordance with software licensing agreements. Public domain software may be duplicated and exchanged with other schools or staff. No illegal copies of copyrighted software shall be accepted or used in the district.

Electronic information resources offer tremendous opportunities of educational value, but also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. Pittsburg Unified School District has some control of the information on electronic information resources, by utilizing computers at school with our filtering technology.

Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Although access to all Internet resources is available, it is the intent of the Pittsburg Unified School District to make Internet access available only to further its educational goals and objectives.

#### **On-Line Internet Services: User Obligations & Responsibilities**

These resources shall be used to:

- A. Reinforce the adopted curriculum
- B. Reinforce the educational goals of the Pittsburg Unified School District
- C. Enhance available information in the library/media centers

Students are authorized to use the District's on-line services in accordance with user obligations and responsibilities specified below and in accordance with Board Policy and the District's Acceptable User Agreement.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private.
2. The District's system shall be used only for purposes related to education. Commercial, political

and/or personal use unrelated to an educational purpose is strictly prohibited.

3. The District reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded materials, including files deleted from a user's account, may be monitored or read by District officials. (*cf. 5145.12 – Search and Seizure*)
4. The use of the District's system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or materials that are threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. (*cf. 5145.3 – Nondiscrimination/ Harassment*)
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy. (*cf. 3513.3 – Tobacco-Free Schools*)
7. Copyrighted materials may not be placed on the system without the author's permission. Users may download copyrighted materials for their own use only. (*cf. 6162.6 – Use of Copyrighted Materials*)
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating of computer viruses and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user. (*cf. 5131.5 – Vandalism, Theft and Graffiti*)
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or misuse of the services to the teacher or principal.

The Principal or Designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a users' access at any time. The decision of the principal or designee shall be final. (*cf. 5144 – Discipline*) (*cf. 5144.1 – Suspension and Expulsion/Due Process*)

### **Procedures for Publishing Information**

All information shall be considered as materials, which supports student/staff publications and/or general school communications with the public.

- A. Information selected for electronic publishing (including: posting on news forums, electronic bulletin boards), shall be presented to the site administrator and/or designee prior to release.
- B. The material, when received, shall be reviewed and evaluated prior to its release. (PUSD Board Policy 6162.7)
- C. All material must not violate any state or federal laws, including:
  - (1) Copyrights
  - (2) Destruction of property
  - (3) Invasion of privacy

## **Student Use**

The Site administrator or his/her designee is the primary person responsible for implementing items A-E listed below with support from the Educational Services and Technology Services Departments:

- A. Students in grade 5 and below will have access to information resources that are selected by the instructor. These students will not have access to an open Internet connection without adult supervision.
- B. Parents/guardians shall be notified in writing at least two weeks prior to the initial use of the Internet.
  - (1) Announcement shall include the description of the identified resources and their application to the curriculum.
  - (2) A “Student Acceptable Use Agreement” form 6162.7(d) will be returned to the instructor prior to the student being allowed to use the instructional resources on the Internet or a commercial electronic online service.
  - (3) No student shall participate unless he/she has returned the signed “Student Acceptable Use Agreement” form 6162.7(d).
- C. Staff shall provide a time and place, if requested, where parents/guardians can review the electronic resources.
- D. Staff shall supervise the student use of online services and in so doing may ask teacher assistants and student assistants to assist in this supervision.
- E. Teachers and students will be given instruction on the proper use of the District network and the Internet as established by the Educational Services and Technology Services Departments.

## **Connecting Electronic Resources to the Districts’ Telecommunications System**

- A. Any employee wishing to connect an electronic device to the district telecommunications system shall present the request in writing to the site administrator.
- B. The site administrator and/or designee will review the request. If the request is approved, it will be transmitted to the Technology Department.

## **Acceptable Use**

It is a general policy that online communication (i.e., using Internet) is to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission and goals of the Pittsburg Unified School District. The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. The site administrator or designee may close an account for inappropriate use (see Technology Use Agreement – 6162.7(d)). Administrators or faculty members have the right to request, for cause, that the site administrator deny, revoke, or suspend specific user accounts for inappropriate use. Site administrators will take action as needed.

The use of electronic information resources must be in support of education, business and/or research and within the educational program and goals of the Pittsburg Unified School District. Each user is personally responsible for this provision at all times when using electronic information services.

# Pittsburg Unified School District

2000 Railroad Avenue · Pittsburg, California 94565

(925) 473-2347 · Fax (925) 439-1650

*Office of Student Services*

## CONSENT FORMS

**Please sign these forms and return them to your child's school**

- Student Technology Acceptable Use Agreement
- Elementary and Secondary Education Act (ESEA): Military Recruiter Access and Universities/Employee Recruitment
- Internet/Media Permission Form
- Parent/Visitor on School Campus Agreement Form
- Volunteering Information
- Parent/Guardian Acknowledgment – Elementary
- Parent/Guardian Acknowledgment – Junior High and High School

## STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT 6163.4(d)

### CONSENT AND WAIVER

*The District believes that the benefits to students accessing the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Nevertheless, the parent(s) and guardian(s) of minors are ultimately responsible for setting and conveying the standards that their student should follow. To that end, the District supports and respects each family's right to decide whether or not to apply for Pittsburg Unified School District Network access.*

*The student and his/her parent(s) or guardian(s) must understand that student access to the Pittsburg Unified School District technologies is developed to support the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In compliance with the Child Internet Protection Act, the District subscribes to Internet filtering to prevent students from getting inappropriate sites, which includes measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are (1) obscene, or (2) child pornography, or, with respect to use of computers with Internet access by minors, (3) harmful to minors.*

*In addition to the general principles set forth in this Acceptable Use Agreement, the use of technology resources may be affected by a number of other legal and ethical principles. While it is not possible to list all potentially applicable laws, regulations and local standards, the following are provided:*

1. The use of District technology resources may involve the use of a password, network access code or other identifying or validating code. Such passwords and codes are to be protected as private information provided to the individual user for their sole purpose. Such passwords and codes shall not be disclosed by the student/parent to others. Users may not try to gain unauthorized access ("hacking") to the files or technology systems of any other person or organization.
2. District technology resources shall not be used for any activity, or to transmit any material, that violates United States, California or local laws. This includes, but is not limited to, fraudulent acts, violations of copyright, or other intellectual property laws, and any threat or act of intimidation or harassment against another person. PUSD technology resources users may not intentionally create, store, display, print, or transmit information which violates the District's Sexual Harassment Agreement.
3. District technology resources shall not be used to download, copy, or store any copyrighted software, publications, music, video, or other content without permission from the copyright holder. Any software that is installed on District technology resources shall be properly licensed from the copyright owner thereof, and any modifications must comply with the terms of the applicable license(s). PUSD retains the right to remove software that is not compliant with copyright laws or applicable license(s), or that cause the workstation to become unstable or consume excessive technology resources.
4. The use of District technology resources is not private; students should not expect that files stored on or transmitted via PUSD's resources will be confidential. All digital transmissions are subject to inspection and/or monitoring by District employees and other officials. Digital storage is PUSD property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Data, information and transmissions using District technology resources constitute public records and may be subject to public records retention and release laws.
5. Students are expected to model tolerance and good manners. District technology resource users agree not to send, access, submit, publish, display or print hate mail, defamatory statements, vulgar, derogatory, obscene, profane, sexually oriented, threatening, offensive or illegal material or language over the Internet or PUSD technology resources, or using PUSD technology resources. District technology resources users shall not access Web sites, newsgroups, or chat areas that contain material that is prohibited under child pornography laws or that promotes illegal acts. The use of District technology resources in a manner intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability is not acceptable. Cyber bullying is specifically prohibited. It shall be the student's responsibility to report the inappropriate use, web site, or communication to the employee's supervisor.

6. District technology resources users shall not post anonymous messages or attempt to impersonate another person by forging email, web pages or other electronic media.
7. District technology resource users agree not to send, access, submit, publish, display or print over the Internet or PUSD technology resources, or using PUSD technology resources, any obscene, profane, sexually oriented, threatening, offensive or illegal material.
8. The primary use of the District’s technology resources is for District-related work. While some incidental personal use of the PUSD technology resources is permitted, such incidental use will not be deemed a waiver of District’s right to prohibit all such use, either on an individually-applicable or on a generally-applicable basis.
9. District technology resources users shall not use PUSD technology resources to conduct for-profit business activities or to engage in religious or political activities. Students shall not use District technology resources for advertising, promotion commercial purposes, or similar objectives.
10. District technology resources users shall not send unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (“spamming”). PUSD technology resources users shall not create or forward “chain letters,” “Ponzi,” or other “pyramid” schemes of any type.
11. Virtual and physical vandalism shall not be tolerated. Any intentional act by a student that damages or interferes with performance of District technology hardware, software, operating systems, or communication systems will be considered vandalism and will be subject to discipline and/or appropriate criminal, or civil action. PUSD technology resources users shall not introduce malicious programs into the District’s technology resources (e.g. viruses, worms, Trojan horses, email bombs, etc.). District technology resources users shall not intentionally disrupt network traffic or crash the network and connected systems; users shall not degrade or disrupt equipment or system performance.
12. Students may bring personal technology, including computers, smart phones, network access devices, or other electronic signaling devices to their place of study. This does not include routers or wireless access points. However, the District is not responsible for the safeguarding of such personal technology. Use of personal technology during inappropriate times as designated by the district/school/teacher may result in consequences or confiscation by school officials.
13. Students shall not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft. Students may take computer equipment home or to off-site destinations for District-related purposes with the prior permission of their school or district administrator.

*By signing the Consent and Waiver form attached, parent(s) or guardian(s), and I the undersigned (student), agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) and/or guardian(s).*

*Further, my parent(s) and/or guardian(s) and I have been advised that the District does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the Pittsburg Unified School District's intent is to make Internet access available to further its educational goals and objectives, network users may have the ability to access other materials as well.*

Student’s Name \_\_\_\_\_ Student’s ID \_\_\_\_\_  
 (Please Print)

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent’s Name \_\_\_\_\_ Date \_\_\_\_\_  
 (Please Print)

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Pittsburg High School and Black Diamond High School routinely disclose names, addresses and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent. Military recruiters have the same access to high school students as provided to post secondary institutions or to prospective employers. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin. \*\*

## PITTSBURG UNIFIED SCHOOL DISTRICT

### *Office of Student Services*

#### **Elementary and Secondary Education Act (ESEA): Military Recruiter Access**

I do not want the Pittsburg Unified School District to release my child's information to the Military Recruitment Office.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Caregiver Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Due Date to Return to School: *September 31, 2022*

**IF YOU DO NOT RETURN THIS FORM YOU ARE GIVING YOUR CONSENT FOR THE DISTRICT TO RELEASE YOUR CHILD'S INFORMATION TO THE MILITARY RECRUITMENT OFFICE. (Can also be filled out through online registration)**

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#### **Elementary and Secondary Education Act (ESEA): Universities/Employee Recruitment**

I do not want the Pittsburg Unified School District to release my child's information to Universities/Employee Recruitment.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Caregiver Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Due Date to Return to School: *September 31, 2022*

**IF YOU DO NOT RETURN THIS FORM YOU ARE GIVING CONSENT FOR THE DISTRICT TO RELEASE YOUR CHILD'S INFORMATION TO UNIVERSITIES/EMPLOYEE RECRUITMENT. (Can also be filled out through online registration)**

Note for Clerks : *These forms must be kept in the student's cum folder and marked on Aeries.*

**Pittsburg Unified School District**  
*Office of Student Services*

**Internet/Media Permission Form**  
**Student pictures/names used in various forms of media.**

For your protection and privacy, we ask your permission to use your child's picture within our District web site and other media should we desire. Pictures used on our web site or other media will include students when they are involved in projects, when they are in large groups (classrooms, assemblies, sports, clubs), when their student group receives recognition at the state level or other school related activities.

**Media includes, but is not limited to, newspapers, magazines, internet, video and television.**

Please check all that apply. Sign, and return to the school office.

- I give my permission to use my child's picture on the internet with his/her first name.
- I give my permission to use my child's picture in the media.
- I give my permission to use my child's selected school materials(art work, written paper, class projects, computer projects) on the internet.
- I understand that the media images may be used for advertising or marketing purposes.
  
- Do Not use my child's picture on the internet/media.
- Do Not use my child's schoolwork on the internet/media.
- Do Not include my child's first name on the internet/media.

Any other restrictions: \_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have legal authority to sign this form on behalf of the minor named below:

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

**(Can also be filled out through online registration)**

## PARENTS/VISITORS ON SCHOOL CAMPUSES

Parents/Guardians are welcome to visit school campuses. Your help is needed in order to maintain a safe environment for all of our students and staff to ensure that each student stays focused on learning.

**In order to visit a school campus or classroom area, you must first sign in at the office, obtain a visitor's badge and teachers will be notified of your visit. Visitors are expected to:**

- Be courteous and non-threatening to school personnel and students (*Education Code 32210*)
- Observe classroom or school activities without disrupting (*Education Code 32210*)
- Observe school rules and/or district policies regarding access to school grounds
- Turn off cell phones (texting or talking on cell phones is not permitted in classrooms or hallways)
- Leave younger children at home

Parents/Guardians are encouraged to work cooperatively with the school staff in fostering positive behavior in students. By working together we hope to further develop characteristics such as:

- Respect for themselves and others
- Consideration for the rights of others
- Courteous behavior and language
- Obedience to rightful authority
- A desire to learn

We welcome parents/guardians to visit their child's classroom and be positive role models for our students. It is very important that we maintain a safe school environment for our students, staff, and parents.

Parent/Guardians or visitors who do not conduct themselves in a civil manner will be escorted off campus with the possibility of further actions taken to secure the safety of our students.

Sincerely,

\_\_\_\_\_  
Principal/Designee

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Room #

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**(Visitor Agreement must be signed at the first visit of each school year)**

## VOLUNTEERING INFORMATION

### VOLUNTEERING IN THE PITTSBURG UNIFIED SCHOOL DISTRICT

Dear Volunteer,

Thank you for taking the time to volunteer for Pittsburg Unified School District. Every neighborhood and community has a stake in student success and your help truly does make a difference in the lives of our students.

Our goal is to effectively and safely use parent and community volunteers. Board Policy and the Education Code require screening of all volunteers, whether it is short-term, project-specific or on-going volunteer work.

If you have questions or concerns, please contact your school site or Human Resources at (925) 473-2335.

Thank you for sharing your valuable time to support the students and schools of Pittsburg. Your efforts are greatly appreciated!

#### *Our Schools*

##### Elementary K-5

*Foothill* – 473-2450  
*Heights* – 473-2410  
*Highlands* – 473-2440  
*Los Medanos* – 473-2460  
*Marina Vista* – 473-2490  
*Parkside* – 473-2420  
*Stoneman* – 473-2430  
*Willow Cove* – 473-2470

##### Junior High 6-8

*Hillview JHS* – 473-2380  
*Martin Luther King, Jr. JHS* - 473-2500  
*Rancho Medanos JHS* – 473-2480

##### High School 9-12

*Pittsburg High* – 473-2390  
*Black Diamond High* – 473-2510  
Adult Education  
*Adult Education* – 473-4460  
*Early Childhood Education* – 473-2370

#### What is a volunteer?

1. A **visitor** is defined as an individual who, with District authorization attends a special event. A visitor does not need to have fingerprint clearance or a tuberculosis test.
  - Examples of a visitor include a parent attending Open House, parent conferences, a concert or game.
2. A **guest** is defined as an individual who, with District authorization, assists students, teachers and the school with **one-time activities**. A guest does not need to have fingerprint clearance or a tuberculosis test. The guest is **under constant supervision by staff**.
  - Examples of a guest include a guest speaker, a parent helping with a class project, etc...
3. A **volunteer** is defined as a non-paid individual who, with school District authorization, assists students, schools, or educational programs. This individual is under direct supervision of District staff, but **may not always be under the immediate supervision of staff**. The service can be on a short-term, project-specific or on-going basis. A volunteer is **required to complete a Volunteer Application, Code of Conduct form, have a clear tuberculosis (TB) test, and have a fingerprint background check completed prior to rendering service**.
  - Examples of a volunteer include a parent helping out in his/her child's classroom, a parent/individual volunteering on field trips, a parent/individual tutoring after school or a college student assisting with a class for credit.

#### What is Required to Become a Volunteer?

*The Pittsburg Unified School District sincerely appreciates your interest in serving as a volunteer to help our students and our schools. Your knowledge and skills can enrich the educational program. For the benefit and protection of students, volunteers, and others, state laws and District policies require the following:*

- Volunteers working with students must be under the direct supervision of a District employee (Education Code 35021).
- Volunteers working regularly with students must take a tuberculosis test, be fingerprinted, may need to give evidence of basic skills proficiency, and take a loyalty oath (Education Code Sections 45344.5, 45347, 45349). Any school office can assist you with these requirements.
- Unsalaries volunteers are covered by the District's Workers Compensation Insurance (Labor Code Section 3364.5). In the case of an incident, notify the school office and call *Company Nurse* at 1-888-375-9779.

- Volunteers may offer services not otherwise available, but may not be used to displace regular school personnel (Education Code Section 35021).
- Volunteers must work in the presence of another adult. Any exception must be approved by the principal.
- **Volunteers who will be driving students must complete a separate volunteer driver application.**

### **Who can I contact if I have questions?**

Please contact your school site or the Human Resources Department, (925) 473-2335, if you have any questions.

### **How do I become a volunteer?**

The following documents must be on file with the Human Resource Department **prior to the beginning** of your service:

- Volunteer Application (*located at the school site*)
- Current tuberculosis certificate (*no older than 60 days*)
- Fingerprint clearance from both the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
- Volunteer Code of Conduct Form (*located at the school site*)
- Photocopy of Driver’s License or Identification Card

### **How do I obtain fingerprint clearance?**

Once you have completed your application, please come to the Human Resources Department to submit your application and receive a live scan form along with a list of locations in the area.

### **Where can I obtain a tb certificate?**

Your family physician can provide a TB test. You may also utilize Muir/Diablo Occupational Medicine (see below). Please contact the facility to obtain additional information. Unfortunately, the District does not reimburse the cost of the TB certificate. Please provide your TB certificate along with your volunteer application.

### **Muir/Diablo Occupational Medicine**

	<b>Address</b>	<b>Phone Number</b>	<b>Business Hours</b>	<b>Days Open</b>
1.	2400 Balfour Rd., Suite 230, Brentwood	(925) 626-3801	8:30 a.m. – 5:00 p.m.	Monday - Friday
2.	2231 Galaxy Ct., Concord	(925) 685-7744	8:00 a.m. – 7:00 p.m. 9:00 a.m. – 2:00 p.m.	Monday – Friday Saturday
3.	1981 N. Broadway, Suite 190, Walnut Creek	(925) 932-7715	8:00 a.m. – 5:00 p.m.	Monday - Friday

### **How long does this process take?**

This process can take up to 7-10 business days or more, provided that all information has been received. Please be aware that at times the Department of Justice has backlogs **and there can be 10 to 30-day delay in receiving fingerprints**. Please plan ahead. CLEARANCE FOR VOLUNTEERING ON A FIELD TRIP CANNOT BE DONE AT THE LAST MINUTE.

### **What happens once I am cleared?**

The Human Resources Department maintains a roster of cleared volunteers, and sends each site an updated report of cleared volunteers. Once the school receives notification of your clearance, you will be notified and you may begin your volunteer service.

### **Where do I report to volunteer?**

- As a volunteer, you are required to sign-in and sign out at the school office each time you are on campus.
- The sign-in registry should include a place for your name, date, location you are visiting, and the time reported in and out.
- As a volunteer, you will be required to wear some form of identification badge issued by the school office.

### **\*\*\*Important Information\*\*\***

- **When you hear and observe things about students, families and staff while volunteering, it is imperative that you respect the confidentiality of that information. (Repeating a seemingly harmless comment can lead to misunderstandings and hurt feelings.) For schools to provide the best environment for learning, everyone’s privacy must be respected.**

- Volunteers are not considered “mandated reporters” under California law, but volunteers should be aware of child abuse report requirements for school employees.

- **School personnel must report:**

- Cases of suspected infliction of physical or mental suffering on minor,
- Cases of suspected physical injuries to minors by other than accidental means, and
- Cases of suspected sexual molestation.

**If you become aware of suspected child abuse, report your observations to your supervising teacher or site administrator.**

- Volunteers function in a position of trust and the Pittsburg Unified School District does not extend that volunteer/student trust relationship outside of the supervised school environment. **It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student/family outside the PUSD environment.**

**ELEMENTARY STUDENTS**

**PARENT/GUARDIAN ACKNOWLEDGMENT**

**I have received and read the booklet that describes the Pittsburg Unified School District's policies on student attendance, conduct and discipline. I understand it informs me of my rights relating to courses, programs, activities and pupil records, which might affect my child during the school year.**

**I understand that my child is subject to the discipline measures described in this booklet if he/she misbehaves on the way to school, at school or a school-related activity and on the way home from school.**

Signature \_\_\_\_\_  
Signature of Parent/Guardian

Date \_\_\_\_\_

**I have read and understand the Uniform Complaint Procedures.**

Signature \_\_\_\_\_  
Signature of Parent/Guardian

Date \_\_\_\_\_

**\*\*\* YOU CAN FILL OUT THESE QUESTIONS ONLINE OR SIGN THIS FORM IN EACH OF THE SECTIONS AND RETURN IT TO YOUR CHILD'S SCHOOL WITHIN TEN (10) DAYS. (Can also be filled out through online registration)**

**JUNIOR HIGH AND HIGH SCHOOL STUDENTS**

**PARENT/GUARDIAN ACKNOWLEDGMENT**

**I have received and read the booklet that describes the Pittsburg Unified School District's policies on student attendance, conduct and discipline. I understand it informs me of my rights relating to courses, programs, activities and pupil records, which might affect my child during the school year.**

**I understand that my child is subject to the discipline measures described in this booklet if he/she misbehaves on the way to school, at school or a school-related activity and on the way home from school.**

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Signature of Parent/Guardian

Date \_\_\_\_\_

**I have read and understand the Uniform Complaint Procedures.**

Signature \_\_\_\_\_  
Signature of Parent/Guardian

Date \_\_\_\_\_

**\*\*\* YOU CAN FILL OUT THESE QUESTIONS ONLINE OR PLEASE SIGN THIS FORM IN EACH OF THE SECTIONS AND RETURN IT TO YOUR CHILD'S SCHOOL WITHIN TEN (10) DAYS. (Can also be filled out through online registration)**

